

Introduction

STAR Events (Students Taking Action with Recognition) are competitive events in which Missouri members are recognized for proficiency and achievement in chapter and individual projects, leadership skills and occupational preparation.

The Family, Career and Community Leaders of America (FCCLA) Missouri Association STAR Events program offers individual skill development and application of learning through the following activities:

- Cooperative – *teams* work to accomplish specific goals;
- Individualized – an individual member works alone to accomplish specific goals; and
- Competitive – individual or *team* performance measured by an established set of criteria.

STAR Events promote the FCCLA mission to focus on the multiple roles of *family* member, wage earner, and *community* leader. Each event is designed to help members develop specific lifetime skills in character development, *creative* and *critical thinking*, interpersonal communication, practical knowledge, and vocational preparation.

STAR Events encourage active student participation and recognize accomplishments of youth. The belief that everyone can be successful is the foundation of these events. Cooperation and competition are stressed in positive, constructive ways. Respect and interaction between youth and adults are fostered by establishing teams of adult and youth evaluators and event managers.

**Please note that words and terms in italics are defined in the STAR Events Manual glossary.*

National FCCLA and State FCCLA STAR Events

- **Applied Technology** – an *individual* or *team* event, recognizes participants who develop a project using *technology* that addresses a concern related to family and consumer sciences and/or related occupations and integrates and applies *content* from academic subjects.
- **Career Investigation** – an *individual event*, recognizes participants for their ability to perform self-assessments, research and explore a career, set career goals, create a plan for achieving goals, and describe the relationship of family and consumer sciences coursework to the selected career.
- **Chapter Service Project** – a *team* event, recognizes chapters that develop and implement an *in-depth service project* that makes a worthwhile contribution to *families*, schools, and *communities*. Students must use family and consumer sciences and/or related occupations skills to address and take action on a *community* need.
- **Chapter Showcase** – a *team event*, recognizes chapters that develop and implement a well-balanced program of work and promote FCCLA and family and consumer sciences and/or related occupations skills to the *community*.
- **Culinary Arts** – a *team event*, recognizes participants enrolled in *occupational* culinary arts/food service training programs for their ability to work as members of a *team* to produce a quality meal using industrial culinary art/food service techniques and equipment.
- **Early Childhood** – an *individual event*, recognizes participants who demonstrate their ability to use knowledge and skills gained from their enrollment in an *occupational* early childhood program. Participants must prepare a *portfolio* and a resource container. On site, participants must plan and present to evaluators an activity related to the theme in response to a case study provided during the event and an oral presentation describing the activity.
- **Entrepreneurship** – an *individual* or *team event*, recognizes participants who develop a plan for a small business using family and consumer sciences skills and *sound business practices*. Participants are evaluated on the business plan and an oral presentation and are not required to have implemented the plan. The business must relate to an area of family and consumer sciences education or related occupations.
- **FCCLA Knowledge*** - FCCLA Knowledge, an *individual event*, recognizes participants who are interested in learning about the background and current information of the organization.
- **Focus on Children** – an *individual* or *team event*, recognizes participants who use family and consumer sciences skills to plan and conduct a child development project that has a positive impact on children and the *community*.
- **Hospitality** – an *individual* or *team event*, recognizes participants who demonstrate their ability to use knowledge and skills gained from their enrollment in a hospitality program. Participants must prepare a *portfolio* showing evidence of research and development in the area of guidelines for customer service/customer relations, an oral presentation describing the project in detail, and a response to a case study related to customer service/customer relations in the hospitality career pathway of their choice.
- **Illustrated Talk** – an *individual* or *team event*, recognizes participants who make an oral presentation about issues concerning family and consumer sciences and/or related occupations. Participants use *visuals* to illustrate the presentation.
- **Impromptu Speaking*** - Impromptu Speaking, an *individual event*, recognizes participants for their ability to address a topic relating to FCCLA without prior preparation. The ability to express one's thoughts in an impromptu situation while maintaining poise, self-confidence, logical organization of point, and conversational speaking are important assets in *family*, career and *community* situations.
- **Interpersonal Communications** – an *individual* or *team event*, recognizes participants who use family and consumer sciences and/or related occupations skills and apply communication techniques to develop a project designed to strengthen communication in a chosen category: *community*, *employment*, relationships, *family*, *peer* groups or school groups.
- **Job Interview** – an *individual event*, recognizes participants who use family and consumer sciences and/or related occupations skills to develop a *portfolio*, participate in an interview and communicate a personal understanding of job requirements.
- **National Programs in Action** – an *individual* or *team event*, recognizes participants who explain how the *planning process* was used to plan and implement a *national program* project.
- **Parliamentary Procedure** – a *team event*, recognizes chapters that develop a working knowledge of parliamentary law and the ability to conduct an FCCLA business meeting.

***Missouri FCCLA Event Only – not recognized at the national FCCLA level.**

Family, Career and Community Leaders of America

Family, Career and Community Leaders of America, Inc. (FCCLA) is a nonprofit national career and technical student organization for young men and women in family and consumer sciences education in public and private schools through grade 12. Missouri Association FCCLA is a chartered state affiliate of the national organization.

Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life – planning, goal setting, problem solving, decision making and interpersonal communication – necessary in families, communities and workplaces.

Mission

The mission of FCCLA is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through:

- character development;
- *creative* and *critical thinking*;
- interpersonal communication;
- practical knowledge; and
- vocational preparation.

Purposes

The FCCLA purposes are:

1. To provide opportunities for personal development and preparation for adult life;
2. To strengthen the function of the family as a basic unit of society;
3. To encourage democracy through cooperative action in the home and community;
4. To encourage individual and group involvement in helping achieve global cooperation and harmony;
5. To promote greater understanding between youth and adults;
6. To provide opportunities for making decisions and for assuming responsibilities;
7. To prepare for the multiple roles of men and women in today's society; and
8. To promote family and consumer sciences and related occupations.

National Programs

The following programs can be used for STAR Events projects:

1. Career Connection
2. Community Service
3. Dynamic Leadership
4. Families First
5. Families Acting for Community Traffic Safety (FACTS)
6. Financial Fitness
7. Japanese Exchange Program
8. Leaders at Work
9. Power of One
10. STOP the Violence – Students Taking on Prevention
11. Student Body

Section 1

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GENERAL REQUIREMENTS

All STAR Event participants must be affiliated members of an FCCLA chapter – paying regional, state and national dues. **Dues must be postmarked by December 20 and sent to the state office for participants to be eligible for state STAR Events competition.** The advisor(s) to the regional first vice president or a designated regional STAR Events coordinator are responsible for membership verification for regional STAR Events competitions.

An entry fee will be established by the host institution and must be paid for each participant. Chapter advisors are responsible for sending a highlighted copy of the affiliation form and membership roster with **each** STAR Events entry form. The forms of entries advancing to state will be submitted by the advisor(s) to the regional first vice president or regional STAR Events coordinator.

An individual member may participate in only **one** event in any given year. **Current and incoming state officers and national candidates may not participate in State or National STAR Events.** They may, upon discretion of their chapter advisor, participate in regional STAR Events.

All students participating in regional STAR Events should be aware of the dates of the Missouri State Leadership Conference and National Leadership Meeting. Regional STAR Events winners are required to register for and are expected to attend the entire Missouri State Leadership Conference. State STAR Events winners are not required to attend the National Leadership Meeting, but must make the decision whether to attend prior to participating in state STAR Events. Graduating seniors should be made aware of the National Leadership Meeting dates to make sure they can attend and participate fully. National STAR Events participants must pre-register for and attend the entire National Leadership Meeting to officially enter national STAR Events. Participants are members of the Missouri FCCLA state delegation and are required to stay with the delegation in an official convention hotel.

Participants **must** follow state rules for competition or risk possible point deductions or disqualifications. Missouri FCCLA adheres to the national event rules for all events except FCCLA Knowledge and Impromptu Speaking (state events only).

Individual events evaluate one member's performance. *Team events* evaluate several participants' or a chapter's performance as one entry. *Team events* may have one, two, or three participants from the **same** chapter or school, with the exception of the Parliamentary Procedure Event, which may have four to eight participants from the same chapter or school.

STATE RECOGNITION

Participants will receive recognition items including certificates of participation, achievement medals and a press release to be personalized for local newspapers. Recognition levels are:

- **Gold medal** (highest level);
- **Silver medal**; and
- **Bronze medal.**

Each entry is evaluated by a standard set of criteria. There is no limit to the number of medals given for each level in any category.

Placement of event participants will only be announced should scholarship funding be available and tied to placement within an event.

STATE PROCEDURES

1. The state STAR Events manual will be distributed through the Family and Consumer Sciences Education Section of the Missouri Department of Elementary & Secondary Education. This document will be found on the Missouri FCCLA section of the Family and Consumer Sciences Education web site, currently located at www.dese.mo.gov/divvoked/fccla.htm. The document can be downloaded from this site. This document may also be requested by contacting the state FCCLA advisor.
2. When local or regional STAR Events are held, they must also follow the state STAR Events rules and guidelines. This ensures consistency through all participation levels.
3. Regional STAR Events will be held throughout Missouri. Regional associations may determine to hold STAR Events involving more than one FCCLA region.
4. Missouri FCCLA state bylaws assign regional STAR Events coordination to the regional first vice president and advisor(s). Regions may establish a STAR Events coordinator to work with the regional first vice president if necessary. The regional first vice president or regional STAR Events coordinator will work with the host institution to establish the most satisfactory date for regional STAR Events. They will also suggest names to be considered for youth room consultants, room consultants, lead consultants and evaluators for regional STAR Events.
5. The host institution will establish an entry fee for each participant in concurrence with the regional first vice president and advisor. This fee will be adequate to cover the costs of such items as room or equipment rental, certificates, awards, supplies for the events, and recognition session expenses.
6. The host institution will mail an announcement of the regional STAR Events and scheduled date no later than December 1. (Regions may wish to announce the date as early as possible, but the mailing should be done no later than December 1.) This mailing will be sent to all schools in the region, which have family and consumer sciences programs, regardless of the status of FCCLA in those programs. Both general and vocationally-approved family and consumer sciences programs should be included. The mailing will include information regarding event deadlines, location, equipment, fees, tentative time schedule, and any other pertinent information.
7. Entry forms for regional/state STAR events are included in this manual. **Only chapters affiliated with the regional, state and national levels by the December 20 postmark deadline are eligible to enter STAR Events. Membership is not official until regional, state and national dues are received at the state office and processed.** The deadline for submitting the entry forms will be set by the host institution. The deadline will be strictly enforced.
8. Participants in state STAR Events will be selected at each regional STAR Events. Each region may submit the top two (2) gold medal entries in each event category for participation in state STAR Events.
9. Participants eligible for the National STAR Events must be a gold medal recipient and selected at the state STAR Events held during the state FCCLA Leadership Conference.

STAR EVENT MANAGEMENT INFORMATION

Many individuals are needed to assist in the management of state STAR Events. Both student members and adults play an important role in the success of the events by serving in the following areas:

- **Coordinator** – An adult with expertise in managing STAR Events who handles the planning and overall coordination.
- **Assistant Coordinator** – An adult experienced in working with STAR Events who assists the coordinator.
- **Event Lead Consultants** – Adults experienced in working with STAR Events who are responsible for handling details and managing a specific event on-site.
- **Room Consultants** – Student members and adults who work together to manage the flow of participants and assist evaluators.
- **Evaluators** – Evaluation teams composed of student members and adults, who are responsible for evaluating entries, assigning ratings to participants, and discussing strengths and areas for improvement. Evaluation teams will be comprised of three members. (Less than three members will be accepted only if substitute or on-call evaluators are not available.) During state STAR Events, all efforts will be made to assign prevent evaluators from participating school districts judging entries from their respective schools.

Throughout the events, cooperation and respect between youth and adults are encouraged and fostered by providing each individual and opportunity to work in youth/adult teams. The belief that youth are capable of assuming important roles has been the key to the success of this system.

Information on specific management responsibilities can be found in the Missouri STAR Events Management Manual, Revised 2003. Specific management responsibilities will be distributed prior to the event.

EVALUATOR/ROOM CONSULTANT INFORMATION

Evaluation *teams* are composed of youth and adults who are selected for their expertise in a specific event area. Business and industry provide some of the evaluators. Missouri Alumni and Associate members are encouraged to serve as STAR Events evaluators. Advisors may nominate other adults and student evaluators, or they may volunteer to serve. Nominees should have previous experience participating in similar events or leadership experiences that qualify them for this responsibility.

An orientation session for evaluators is held prior to the events. During this session, the following topics are addressed:

- STAR Event general information;
- event philosophy;
- evaluation techniques and consistency;
- Missouri junior category minimum ratings;
- procedures clarification; and
- rules and rating sheet clarification for specific events.

STAR EVENT FEES

Each participant, in a *team* or *individual event*, pays a fee to help cover STAR Event expenses-room rental, certificates, recognition session expenses, awards, and supplies. Each individual pays the fee, whether in a *team* or *individual event*. STAR Events fees are non-refundable.

EVENT INFORMATION

An *individual event* is one that is completed by the individual. A *team event* is one that is completed by *team* members, with the exception of Chapter Service Project and Chapter Showcase, which reflect the efforts of other chapter members.

Event	Entries Per Chapter	Individual Event	Team Event	Event	Entries Per Chapter	Individual Event	Team Event
Applied Technology				Interpersonal Communications			
Junior	One	X	or X	Junior	One	X	or X
Senior	One	X	or X	Senior	One	X	or X
Occupational	One	X	or X	Occupational	One	X	or X
Career Investigation				Job Interview			
Junior	One	X		Senior	One	X	
Senior	One	X		Occupational	One	X	
Chapter Service Project (Display)				National Programs in Action			
Junior	One		X	Junior	One	X	or X
Senior	One		X	Senior	One	X	or X
Occupational	One		X	Occupational	One	X	or X
Chapter Service Project (Manual)				Parliamentary Procedure			
Junior	One		X	Junior	One		X
Senior	One		X	Senior	One		X
Occupational	One		X	Occupational	One		X
Chapter Showcase (Display)				**FCCLA Knowledge			
Junior	One		X	Junior	One	X	
Senior	One		X	Senior	One	X	
Occupational	One		X	Occupational	One	X	
Chapter Showcase (Manual)				**Impromptu Speaking			
Junior	One		X	Junior	One	X	
Senior	One		X	Senior	One	X	
Occupational	One		X	Occupational	One	X	
Culinary Arts				**Missouri-only events			
Occupational	One		X				
Early Childhood							
Occupational	One	X					
Entrepreneurship							
Junior	One	X	or X				
Senior	One	X	or X				
Occupational	One	X	or X				
Focus on Children							
Junior	One	X	or X				
Senior	One	X	or X				
Occupational	One	X	or X				
Hospitality							
Senior/ Occupational	One	X	or X				
Illustrated Talk							
Junior	One	X	or X				
Senior	One	X	or X				
Occupational	One	X	or X				

Allowable Presentation Elements

	Audio	Costumes/ uniforms	Easel	File folders	Props / Pointers	Skits	Stacking/ Over- lapping	Visual equipment	Visuals
Applied Technology	●	●	●		●	●		●	●
Career Investigation		●	●						
Chapter Service Project (Display)	●	●			●	●	●	●	●
Chapter Service Project (Manual)		●				●			
Chapter Showcase (Display)	●	●			●	●	●	●	●
Chapter Showcase (Manual)		●				●			
Culinary Arts		●							
Early Childhood		●	●		●				●
Entrepreneurship	●	●	●		●	●		●	●
Focus on Children	●	●			●	●	●	●	●
Hospitality		●	●						
Illustrated Talk	●	●	●	●	●	●	●	●	●
Interpersonal Communications		●	●	●	●	●	●	●	●
Job Interview									
National Programs in Action	●	●	●	●	●	●		●	●
Parliamentary Procedure		●							
** FCCLA Knowledge									
** Impromptu Speaking									

Key:

A dot (●) means that the option is allowed, though will not be provided and may be subject to limitations as stated in the guidelines. An open block means that the option is not allowed.

** Missouri only events

STAR Events Summary Chart

Event	Categories	Team or Individual Event	Prepare Before Event	Room Consultant & Evaluator Review Time	Participant Set Up/Prep Time	Oral Presentation Maximum Time	Evaluation Interview Time	Equipment Provided	Outlet
Applied Technology	Jr. Sr. Occ.	Individual or Team	Portfolio, Oral Pres.	15 minutes	15 minutes	15 minutes	5 minutes	Table	On Request
Career Investigation	Jr. Sr.	Individual	Portfolio, Oral Pres.	15 minutes	5 minutes	10 minutes	5 minutes	Table	No
Chapter Service Project Display	Jr. Sr. Occ.	Team	Display, Oral Pres.		30 minutes	10 minutes	5 minutes	Table on Request	On Request
Chapter Service Project Manual	Jr. Sr. Occ.	Team	Manual, Oral Pres.	5 minutes	30 minutes	10 minutes	5 minutes	Table	On Request
Chapter Showcase Display	Jr. Sr. Occ.	Team	Display, Oral Pres.		30 minutes	15 minutes	5 minutes	Table on Request	On Request
Chapter Showcase Manual	Jr. Sr. Occ.	Team	Manual, Oral Pres.	5 minutes	30 minutes	15 minutes	5 minutes	Table	On Request
Culinary Arts	Occ.	Team	Will be sent list of items to bring		30 minutes planning	60 minutes food production	10 minutes; eval sheet continuous	Large Equipment, food	Yes
Early Childhood	Occ.	Individual	Portfolio, Resource Container	30 minutes	30 minutes planning	15 minutes	5 minutes	Table	No
Entrepreneurship	Jr. Sr. Occ.	Individual or Team	Portfolio, Oral Pres.	20 minutes	20 minutes	20 minutes	5 minutes	Table	On Request
FCCLA Knowledge Test	Jr. Sr. Occ.	Individual							No
Focus on Children	Jr. Sr. Occ.	Individual or Team	Display, Oral Pres.		30 minutes	10 minutes	5 minutes	Table on Request	On Request
Hospitality	Sr./Occ.	Individual or Team	Portfolio, Oral Pres.	10 minutes	10 minute response to case study	10 minutes	5 minutes	Table, blank note cards	No
Illustrated Talk	Jr. Sr. Occ.	Individual or Team	File Folder, Visuals, Oral Pres.	5 minutes	5 minutes	10 minutes	5 minutes	Table	On Request
Impromptu Speaking	Jr. Sr. Occ.	Individual			10 minutes	4 minutes	5 minutes	Note card	No
Interpersonal Communications	Jr. Sr. Occ.	Individual or Team	File Folder, Oral Pres.	5 minutes	5 minutes	5 minutes	5 minutes	Table, blank note cards	On Request
Job Interview	Sr. Occ.	Individual	Portfolio	15 minutes	15 minutes to complete application	20 minutes		Dictionary	No
National Programs in Action	Jr. Sr. Occ.	Individual or Team	File Folder, Visuals, Oral Pres.	5 minutes	5 minutes	15 minutes	5 minutes	Table	On Request
Parliamentary Procedure	Jr. Sr. Occ.	Team of 4 to 8 members	Bring gavel, blank paper and pencils		15 minutes prep time	20 minutes	10 minutes	Planning packet, Robert's Rules Book	No

Team events may have one, two or three participants from the same school or chapter with the exception of the Parliamentary Procedure Event, which may have four to eight participants from the same chapter or school. For allowable presentation elements (such as audio or video recordings, costumes, etc.) refer to page 9. This chart was based on the chart by Vicki Neuharth, North Dakota State Advisor.

Section 2

Instructions

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CHAPTER ADVISOR INSTRUCTIONS

Successful STAR Events participants will have a strong chapter advisor to help them along the way. Although state STAR Events are managed by the state association, chapter advisors carry the responsibility of advising students in the selection of and preparation for events. Chapter advisors must work with their state advisors and state associations to assure all criteria are met.

Chapter advisor responsibilities include the following:

1. **Ensure student success by following state and national rules when entering events.**
2. Be sure students' dues have been submitted to the state office by the December 20 postmark deadline. Students who have not paid their dues by this date are not eligible to participate in regional or state STAR Events.
3. Help students avoid disqualification by checking their eligibility for the event(s) before advancing them to regional or state level competition.
4. Review STAR Events rules and procedures in detail with student participants. If there are questions or clarification is needed contact the state advisor.
5. Chapter advisors should ensure that identical presentations of the same project are not entered into STAR Events more than one year.
6. Be sure each member (*comprehensive* or *occupational*) participates in the same membership category as indicated by that member's name on the affiliation form.
7. For **state** STAR Events, use state membership regions (1-13) in STAR Events that request information about your region. Use national membership region (Central) when entering national STAR Events.
8. Information about state STAR Events participation is mailed to chapter advisors prior to state STAR Events. Advisors must provide the information to the participants. Advisors must return state STAR Events participation confirmation forms by the designated deadline. Failure to do so may result in disqualification.
9. Information about STAR Events participation at the National Leadership Meeting is provided to student participants, state advisors, and chapter advisors, and is posted on the national FCCLA web site, by national headquarters, in June. The information contains specific instructions concerning national event registration and participation. **Failure to follow these instructions may result in disqualification or point deductions.**
10. Participants are not allowed to distribute any materials to the evaluators unless the event rules specifically allow it. Evaluators are not allowed to keep any items given them by STAR Events participants.
11. If representing Missouri in STAR Events at the National Leadership Meeting, chapter advisors are encouraged to purchase the *National STAR Events Manual*.

INTRA-CURRICULAR OPPORTUNITIES

Participation in STAR Events is an exciting, challenging, and fun experience. It provides opportunities for FCCLA members to share knowledge and hard work with others, and to be recognized for their accomplishments.

STAR Events strengthen the family and consumer sciences program by increasing student motivation and providing a framework for authentic learning experiences. As noted by the Secretary's Commission on Achieving Necessary Skills (SCANS) report, students need skills to enter the workforce as productive employees. The matrices (see pages 14-15) explain how STAR Events can help students develop and achieve those foundation skills.

STAR Events also complement the National Standards for Family and Consumer Sciences Education. A matrix showing these correlations can be found on page 16.

CHECKLIST FOR MISSOURI FCCLA ADVISORS

This checklist is designed to assist the chapter advisor with local STAR Events management. Please read through this manual carefully and completely to ensure understanding of all requirements.

- ☐ 1. Distribute information about STAR Events to your members.
- ☐ 2. After the members have chosen their events, give them copies of all forms needed:
 - ☐ General Requirements page ☐ Event Information Page
 - ☐ Allowable Presentation Elements Page ☐ Participants Instruction Page
 - ☐ Pages for their Event ☐ Glossary
 - ☐ Student Checklist
- ☐ 3. To avoid disqualification, make sure students are eligible for the event they have chosen. Be sure each student is an affiliated member on the regional, state and national levels by the postmark deadline of December 20.
- ☐ 4. Ensure that the registration for regional STAR Events are sent in by the required deadlines. If participating in State STAR Events, complete participant confirmation forms by the required deadline.
- ☐ 5. After the students have completed their projects, go over all requirements with them and make sure all guidelines have been met.

Integration of STAR Events Into Your Classroom																
SCANS Competencies and STAR Events Accountability Matrix	Applied Technology	Career Investigation	Chapter Service Project	Chapter Showcase	Culinary Arts	Early Childhood	Entrepreneurship	Focus on Children	Hospitality	Illustrated Talk	Interpersonal Communications	Job Interview	National Programs in Action	Parliamentary Procedure	** FCCLA Knowledge	** Impromptu Speaking
RESOURCES																
Allocating Time	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●
Allocating Money				●			●		●			●		●		
Allocating Facilities/Materials	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Allocating Human Resources			●	●	●		●	●	●		●	●	●	●		
INTERPERSONAL SKILLS																
Working on Teams		○	●	●	●		○	○			●		○	●		
Teaching	●		●	●	○	●	●	●	○	●	●		●	●		
Serving Customers			●	●	●	○		●	●		●					
Leading	○		○	●	○		○	●	●	○	●		○	●		
Negotiating		○	○	○	○			○	●		●		○	●		
Working with Diversity		○	●	●	●			●	●		●		○	●		
INFORMATION																
Acquiring/Evaluating Information	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Organizing/Maintaining Information	●	●	●	●	●	●	●	●	●	●	●	●	●	●	○	●
Interpreting/Communicating Information	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Using Computers to Process Information	○	○	○	○		○	○	○	○	○		○				
SYSTEMS																
Understanding Systems	●	●	●	●	●	●	●	●	●	○	●	●	●	●	○	○
Monitoring/Correcting Systems	●	○	●	●	●		○	●	●	○	●	○	●	●		
Designing/Improving Systems	●	●	●	●	●	○	●	●	●	○	●	○	●	●		
TECHNOLOGY																
Selecting Equipment	●	●	○	○	●	●	●	○	○			○	○			
Apply Technology to Tasks	●	●	○	○	●	○	○	○	○			○	○			
Maintaining/Troubleshooting	●	○	○	○	●		○	○	○							

Key:

A **closed** (●) means that use/development of that skill/competency is vital to success in that specific event.

An **open dot** (○) means that use/development of that skill is not directly addressed by the event rules, but is likely or expected to be used/developed depending on the nature of the project, materials used and whether one is working in a team or as an individual.

An **open block** means that use of that skill/competency is not directly addressed by the event rules, but may still be used/developed, depending on the circumstances.

Integration of STAR Events Into Your Classroom																
SCANS FOUNDATION SKILLS and STAR Events Accountability Matrix	Applied Technology	Career Investigation	Chapter Service Project	Chapter Showcase	Culinary Arts	Early Childhood	Entrepreneurship	Focus on Children	Hospitality	Illustrated Talk	Interpersonal Communications	Job Interview	National Programs in Action	Parliamentary Procedure	** FCCLA Knowledge	** Impromptu Speaking
BASIC SKILLS																
Reading	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Writing	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●
Speaking	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●
Listening	○	○	●	●	●	○	●	●	●	○	●	●	○	●		
Mathematics	○			●	●	○	●		●			●		●		
THINKING SKILLS																
Thinking Creatively	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●
Making Decisions	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Solving Problems	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Visualizing	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●
Knowing How to Learn	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Reasoning	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
PERSONAL QUALITIES																
Individual Responsibility	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Self-Esteem	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Sociability		○	○	○	●	○	○	●	●		●	●	○	●		○
Self-Management	●	●	○	○	●	●	○	○	●	●	○	●	○	●	●	●
Honesty/Integrity	○	○	○	○	●	○	○	○	●	○	●	●	○	○	●	●

Key:

A **closed** (●) means that use/development of that skill/competency is vital to success in that specific event.

An **open dot** (○) means that use/development of that skill is not directly addressed by the event rules, but is likely or expected to be used/developed depending on the nature of the project, materials used and whether one is working in a team or as an individual.

An **open block** means that use of that skill/competency is not directly addressed by the event rules, but may still be used/developed, depending on the circumstances.

Integration of STAR Events Into Your Classroom																			
National Standards for Family and Consumer Sciences and STAR Events Matrix	Applied Technology	Career Investigation	Chapter Service Project	Chapter Showcase	Culinary Arts	Early Childhood	Entrepreneurship	Focus on Children	Hospitality	Illustrated Talk	Interpersonal Communications	Job Interview	National Programs in Action	Parliamentary Procedure	** FCCCLA Knowledge	** Impromptu Speaking			
1.0 Career, Community and Family Connections	●	●	●	○	○	●	○	●	●	○	○	●	●	●	○	●			
2.0 Consumer and Family Resources	●	●	●	●	●	●	●	●	●	●	●	●	●	●					
3.0 Consumer Services	○	○	○				○		●			○	○						
4.0 Early Childhood, Education and Services		○	○			●	○	●			○	○	○						
5.0 Facilities Management and Maintenance	○	○					○		●		○	○	○						
6.0 Family								○			○	○	○				●		
7.0 Family and Community Services	○	○	○				○	○			○	○	○						
8.0 Food Production and Services	○	○			●		○		○		○	○	○						
9.0 Food Science, Dietetics and Nutrition	○	○			●		○		○	○	○	○	○						
10.0 Hospitality, Tourism and Recreation	○	○					○		●	○	○	○	○						
11.0 Housing, Interiors and Furnishings	○	○	○				○		○	○	○	○	○						
12.0 Human Development			○			●		●	○	○	○	○	○						
13.0 Interpersonal Relationships	○		○	○	●	●		●	●	○	●		○	●	○	●			
14.0 Nutrition and Wellness			○					○	○	○			○						
15.0 Parenting			○			○		○		○	○		○						
16.0 Textiles and Apparel	○	○					○		○	○		○	○						

Key:

A **closed** (●) means that use/development of that skill/competency is vital to success in that specific event.

An **open dot** (○) means that use/development of that skill is not directly addressed by the event rules, but is likely or expected to be used/developed depending of the nature of the project, materials used and whether one is working in a team or as an individual.

An **open block** means that use of that skill/competency is not directly addressed by the event rules, but may still be used/developed, depending on the circumstances.

PARTICIPANT INSTRUCTIONS

Participating in STAR Events is an exciting, fun and challenging experience. It provides opportunities for you to share your knowledge and hard work with others and recognizes you for your accomplishments. The instructions below will help you prepare for regional and state STAR Events competition.

1. Read the Missouri STAR Events manual thoroughly. It describes all event rules and evaluation criteria. **Rules and criteria are strictly enforced.**
2. You are required to be available during the entire time your event takes place. This includes the participant registration, orientation (if offered/required) and event participation. **Do not schedule other activities during these time periods.**
3. **You will receive your scheduled participation time at the STAR Events Participant Registration.** At the local/regional level, a democratic method is used to determine the schedule (drawing number, random assignment, etc.) At the state level, schedules are determined by a regional rotation. You will be notified by mail of the day your event will be scheduled, but you will not know the exact time until you get to the State Leadership Conference. **Changing schedules with other participants is not permitted.**
4. **You (or your advisor) must register during the time designated as STAR Events Participant Registration.** Failure to be present at your assigned registration time will result in point deductions. At registration you (or your advisor) will:
 - sign in;
 - receive your scheduled participation time and other important event information.

Please note: Regional STAR Events coordinators may require individual participants to sign in, or they may allow advisors to sign in for participants. Be sure to follow their specific instructions. State STAR Events participants' advisors will be responsible for registering STAR Events participants, picking up packets and distributing the information. National STAR Events participants must follow the registration instructions as cited in the *National FCCLA STAR Events Manual*.

5. You may participate in an Orientation Session, if one is offered at the regional level. Formal orientations are not being held at State STAR Events, with the exception of Culinary Arts. If held, during this session the lead consultant will:
 - review the general STAR Events schedule;
 - review participants' responsibilities;
 - describe and clarify the evaluation procedure;
 - describe and clarify the event schedule; and
 - describe and clarify exactly what will happen during your presentation time.

Exception: Culinary Arts participants are **required** to attend their event Orientation Session. Participants will receive information pertaining to the event setup and location.

All rules apply even if the participant decides not to attend the Orientation Session. Missouri FCCLA does not assume responsibility for any problems resulting from participants who choose not to attend the Orientation Session or the informal question and answer session at state conference.

6. Each STAR Event will have its own specific time schedule and sequence of activities. Read through the event rules for this information. Some general procedures to follow are:

- **Be at the event site during the designated time to set up.** Failure to follow this schedule will result in disqualification or point deductions.
 - Appear at the designated room 30 minutes prior to your participation time.
 - Be prepared for the evaluators to ask you questions after your presentation.
 - Evaluators will finish scoring your rating sheet and talk among themselves about your presentation.
 - After completing the rating sheet, evaluators will discuss strengths and areas for improvement of your presentation.
 - Spectators are not allowed to observe any portion of any STAR Event. Videotaping and/or audio recording of events is not allowed.
7. Supplies will not be available from the host institution or the STAR Events Information Center. *Audio* and/or *visual equipment* will be provided at regional and state STAR Events, as available. Participants should confirm this equipment prior to STAR Events. National STAR Events participants are responsible for making their own arrangements for *audio* and/or *visual equipment* and assume all costs for equipment rental.
 8. It is recommended that STAR Events participants attend the STAR Events Recognition Session. It is an opportunity for family, friends, and advisors to recognize your achievements and to share in your excitement as you receive your STAR Events medal.
 9. Questions regarding STAR Events will be handled at the STAR Events Information Center only.
 10. Participants are to maintain a *professional* appearance and attitude during all STAR Events activities.
 11. Participants are not allowed to distribute any materials to the evaluators unless the event rules specifically allow it. Evaluators are not allowed to keep any items given to them by STAR Events participants.
 12. **Participants are responsible for their own event materials.** Any items left behind are not the responsibility of the host institution and may be discarded.

CHECKLIST FOR PARTICIPANTS:

- ☐ 1. Choose an event.
- ☐ 2. Read through the rules carefully.
- ☐ 3. Check all guidelines and Allowable Presentation Elements. (Does your event allow audio, *costumes*, *props*, etc.?)
- ☐ 4. Complete all parts of the project. (Oral presentation, *portfolio*, *display*, *manual*, etc.)
- ☐ 5. Be sure to read the glossary for more clarification of *italicized* words. (These definitions may include specific information that could relate directly to your event.)
- ☐ 6. Look over your event's rating sheet and point summary form, and double check that you have covered all necessary elements.
- ☐ 7. Go through all rules again with your advisor, to make sure you have completed everything that is required.
- ☐ 8. Practice going through your STAR Events many times to assure precision and quality. Have someone critique your materials and your performance and consider incorporating their suggestions.

Section 3

Policies

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DISQUALIFICATION

Disqualification is unfortunate for everyone concerned – participants, advisors, and event managers. To avoid unnecessary disappointment, keep in mind the five causes for disqualifications:

1. **Failure to send regional, state and national dues to the state FCCLA office by December 20 (postmark date).** The organization counts on membership dues to make opportunities available to members.
2. **Failure to be on time for event presentation.** Participants are encouraged to arrive 30 minutes before their scheduled event presentation.
3. **For Culinary Arts participants only:** Failure to attend participant orientation.
4. **Participation in any behavior that negatively affects the management of STAR Events or failure to display a positive image of the FCCLA organization before, during or after participation may result in disqualification of student(s) or adult(s) and/or eligibility of the student(s) and/or adult(s). The penalty is determined by the Missouri State Executive Council.**

EVENT CATEGORIES

1. An event category is determined by the participant's current or previous enrollment in family and consumer sciences course work and grade in school during the school year preceding the National Leadership Meeting.
2. Event categories are defined as:
Junior – FCCLA chapter members through grade 9;
Senior – FCCLA chapter members in grades 10-12; who are identified as *comprehensive* members on the affiliation form.
Occupational – FCCLA chapter members in grades 10-12; who have been or are currently enrolled in *occupational* family and consumer sciences related course work; and who are identified as *occupational* on the affiliation form.
3. A *team* composed of both junior (through grade 9) and senior (grades 10-12) *comprehensive* or *occupational* members must enter the senior category.
4. A *team* composed of both senior (grades 10-12) *comprehensive* and *occupational* (grades 10-12) members must enter the senior category.
5. A *team* composed of both junior (through grade 9) and *occupational* (grades 10-12) members must enter the senior category.
6. Any change in membership status must be reported by the December 20 deadline.
7. No project can be entered in more than one category of a single event, or in more than one event. However, projects entered in any event may be included in the Chapter Showcase event.

POINT DEDUCTIONS

The following infractions, if applicable, will result in point deductions from the total average score:

1. **Failure to attend STAR Events Participant Registration.** Registration is the only way to provide participants with the information needed for STAR Events. Regional STAR Events coordinators may require individual participants to sign in, or they may allow advisors to sign in for participants. Be sure to follow their specific instructions. State STAR Events participants' advisors will be responsible for registering STAR Events participants, picking up packets and distributing the information. National STAR Events participants must follow the registration instructions as cited in the *National FCCLA STAR Events Manual*.
2. **Failure to turn in a participant *file folder* containing required event materials at the designated participation time.** This rule pertains to the following events: Illustrated Talk, Interpersonal Communications and National Programs in Action.
3. **Failure to turn in a participant portfolio or manual containing required event materials at the designated participation time.** This rule pertains to the following events: Applied Technology, Career Investigation, Chapter Service Project Manual, Chapter Showcase Manual, Early Childhood, Entrepreneurship, Hospitality, and Job Interview.
4. **Failure to follow *dimension* rules for *displays*/containers.** This rule pertains to displays/containers in the following events: Chapter Service Project Display, Chapter Showcase Display, Early Childhood and Focus on Children.
5. **Failure to follow page rules or number of copies for *planning process* sheet, summary pages, title pages, written summaries, *portfolios*, *manuals*, *business plans*, *presentation outlines*, *proof of presentation* or *participant file folder* information.** This rule pertains to items in the following events: Applied Technology, Career Investigation, Chapter Service Project Manual, Chapter Showcase Manual, Early Childhood, Entrepreneurship, Focus on Children, Hospitality, Illustrated Talk, Interpersonal Communications, Job Interview, and National Programs in Action. Information in all sets will be reviewed and counted.
6. **Failure to follow specific event guidelines not listed in any other criteria (e.g. setup, take down, use of *props*, *pointers*, *visuals*, wall space, etc. when not allowed).**
7. **Failure to use letter size *file folders* and to include the following information typed or written on an upper left corner, when viewed with the folder in a horizontal position:** name of STAR Event and event category, participant's name(s), state and region. (For regional and state STAR Events, use the appropriate Missouri FCCLA region (1-13). For national STAR Events, use the national region. Missouri is in the Central region.)

AWARD DECISIONS

The decisions of the evaluators are final.

Section 4

EVENT RULES

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APPLIED TECHNOLOGY

Applied Technology, an *individual* or *team* event, recognizes participants who develop a project using *technology* that addresses a concern related to family and consumer sciences and/or related occupations and integrates and applies *content* from academic subjects. Participants must prepare a *portfolio* and an **oral presentation**.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Applied Technology project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Applied Technology project and all supporting materials must be planned, conducted, and prepared by the participant(s) only.

PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit a *portfolio* to the event room consultant at the designated participation time.
2. Room consultants and evaluators will have 15 minutes to preview the *portfolio* before the presentation begins.
3. Participant(s) will have 15 minutes to set up for the event. Other persons may not assist.
4. The oral presentation **may be up to** 15 minutes in length. A one-minute warning will be given at 14 minutes. Participant(s) will be stopped at 15 minutes.
5. If audio or audiovisual recordings are used, they are limited to 5 minutes playing time during the presentation. *Visual equipment*, with no audio, may be used during the entire presentation.
6. Following the presentation, evaluators will have 5 minutes to interview participant(s).
7. Evaluators will use the rating sheet to score and write comments for participant(s). Then evaluators will meet with the participants to discuss strengths and suggestions for improvement.
8. The total time required for this event is approximately one hour.

GENERAL INFORMATION

1. A table will be provided. Participant(s) may request or bring a screen and easel. Additional equipment may be requested but may not be available. Participants should confirm equipment requests prior to STAR Events. If not available, participants must bring all other necessary supplies and/or equipment. Wall space will not be available.
2. Electrical outlets must be requested through the STAR Events entry form. Extension cords and power strips are not provided.
3. Spectators may not observe any portion of this event. If circumstances allow, the portfolio may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
4. *Manuals*, scrapbooks and photo albums are not allowed in this event.
5. *Stacking/overlapping* is not allowed in the *portfolio*.
6. Internet connections will **not** be provided.
7. Words in *italics* are defined in the glossary.
8. See Allowable Presentation Elements chart on page 9.

APPLIED TECHNOLOGY SPECIFICATIONS

PORTFOLIO

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in an FCCLA STAR Events binder/notebook obtained from the national FCCLA emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover. The binder/notebook must contain no more than 34 pages: 1 *project identification page*, 1 table of contents page, 1 *planning process* summary page, 0-6 *divider pages*, and up to 25 *content pages* including the documents listed below. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers, they must not include any other *content*. All pages must be one-sided only. All pages except *divider pages* must be 8½" by 11". *Stacking/overlapping* is not allowed in the *portfolio*. The *portfolio* will be turned in to the room consultant at the designated participation time.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' name(s), chapter name, school, city, state, region and project title. *For national STAR Events, use Central Region.
FCCLA <i>Planning Process</i>	One 8 ½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Relationship to Family and Consumer Sciences	Describe relationship of project content to family and consumer sciences and/or related occupations.
Evidence of Research	Document background research and current data supporting project concern.
Evidence of Problem-Solving Skills	Document problem-solving skills including examining alternative solutions and possible consequences for each solution, justifying a final solution, and evaluation.
Evidence of <i>Technology</i> Used	Use <i>technology</i> to develop a project that addresses a concern related to family and consumer sciences, and develop materials to document project. Examples of <i>technology</i> include, but are not limited to, computer applications, audio or video production, multimedia, CD-ROMs, slides, and photography. Hard copies/pictures must be included in <i>portfolio</i> .
Evidence of Applied Academics	Describe the method for integrating and applying <i>content</i> from academic subjects. Academic <i>content</i> may include subject matter from English, math, science and/or social sciences.
Works Cited/ <i>Bibliography</i>	Use an organized, consistent format to cite all references in alphabetical order. Resources should be reliable and current.
Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

APPLIED TECHNOLOGY SPECIFICATIONS

Oral Presentation

The oral presentation **may be up to** 15 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project. The presentation may not be prerecorded. If audio or *audiovisual equipment* is used, it is limited to 5 minutes playing time during the presentation. *Visual equipment*, with no audio, may be used throughout the oral presentation. Participants may use any combination of *props*, materials, supplies and/or equipment to demonstrate how to carry out the project.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Knowledge of Subject Matter	Show evidence of current data and knowledge of trends in <i>technology</i> and its application to family and consumer sciences related concerns.
How <i>Technology</i> was Used	Describe the use of <i>technology</i> to develop the project. Examples of <i>technology</i> include, but are not limited to, computer applications, audio or video production, multimedia, CD-ROMs, slides, and photography.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of notes or note cards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.

STAR EVENTS POINT SUMMARY FORM

APPLIED TECHNOLOGY

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

Name(s) of Participant(s) _____ Region _____

Directions:

1. Before student presentation, room consultant must check participants' *portfolio* using the criteria and standards in the guidelines. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deductions.
2. At the conclusion of presentation, staple this form in front of the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	COMMENTS
PORTFOLIO			
0-6 <i>divider pages</i> Up to 25 <i>content pages</i> (one-sided)	Failure to follow page rules for portfolio will result in the loss of two points per additional page and/or page that does not follow the rules for <i>stacking/overlapping</i> not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable at state events). Failure to follow specific event guidelines not listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

APPLIED TECHNOLOGY RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
PORTFOLIO						
Project identification page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Relationship to Family and Consumer Sciences	Ⓐ ①	②	③	④	⑤	
Evidence of Research	Ⓐ ①	②	③	④	⑤	
Evidence of Problem-Solving Skills	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Evidence of Technology Used	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Evidence of Applied Academics	Ⓐ ①	②	③	④	⑤	
Works Cited/Bibliography	Ⓐ ①	②	③	④	⑤	
Appearance	Ⓐ ①	②	③	④	⑤	
ORAL PRESENTATION						
Organization	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Knowledge of Subject Matter	Ⓐ ①	②	③	④	⑤	
How Technology was Used	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators' Questions	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator's Signature _____ Room Consultant Verification of Total Score _____

CAREER INVESTIGATION

Career Investigation, an *individual event*, recognizes participants for their ability to perform self-assessments, research and explore a career, set career goals, create a plan for achieving goals, and describe the relationship of family and consumer sciences coursework to the selected career. Participants must prepare a *portfolio* and an **oral presentation**.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any *comprehensive* regional, state and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Career Investigation project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Career Investigation project and all supporting materials must be planned, conducted, and prepared by the participant only.

PROCEDURES & TIME REQUIREMENTS

1. Each participant will submit a *portfolio* to the event room consultant at the designated participation time.
2. Room consultants and evaluators will have 15 minutes to preview the *portfolio* before the presentation begins.
3. Participants will have 5 minutes to set up for the event. Other persons may not assist.
4. The oral presentation **may be up to** 10 minutes in length. A one-minute warning will be given at 9 minutes. The participant will be stopped at 10 minutes.
5. Following the presentation, evaluators will have 5 minutes to interview participant.
6. Evaluators will use the rating sheet to score and write comments for each participant. Then evaluators will meet with the participant to discuss strengths and suggestions for improvement.
7. The total time required for this event is approximately 40 minutes.

GENERAL INFORMATION

1. A table will be provided.
2. Participants may request or bring an easel.
3. Spectators may not observe any portion of this event. If circumstances allow, the portfolio may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
4. *Visuals* other than the *portfolio* are not allowed in this event.
5. *Stacking/overlapping* is not allowed in the *portfolio*.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.

CAREER INVESTIGATION SPECIFICATIONS

PORTFOLIO

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in an FCCLA STAR Events binder/notebook obtained from the national FCCLA emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover. The binder/notebook must contain no more than 35 pages: 1 *project identification page*, 1 table of contents page, 1 *planning process* summary page, 0-7 *divider pages*, and up to 25 *content pages* including the documents listed below. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers; they must not include any other *content*. All pages must be one-sided only. All pages except *divider pages* must be 8½" x 11". *Stacking/overlapping* is not allowed in the *portfolio*. The *portfolio* will be turned in to the room consultant at the designated participation time.

Project Identification Page	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name, chapter name, school, city, state, region and career investigated. (For national STAR Events, use Central Region)
FCCLA Planning Process Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Self-Assessment	Document evidence of self-assessment. Examples include examining personal interests, values, aptitudes, skills, personality traits, and learning styles. Describe the role of self-assessment in the selection of the specific career.
Career Research	Provide detailed research including job description, duties and responsibilities; qualifications; entry-level position and advancement opportunities; job outlook; and salary.
Experiences with Business, Industry, Agencies and Organizations	Document experiences in selected career field. Examples of documentation may include but are not limited to written summaries of interviews from business, industry, agency, and organization personnel; written narrative of job shadowing or cooperative work experiences; and photographs.
Samples of School Work	Included examples or samples of family and consumer sciences and academic coursework.
Use of Family and Consumer Sciences Coursework	Describe ways family and consumer sciences coursework will be used in selected career.
Career Planning	State career goals and create a plan for achieving goals. Include plans for high school and further education and training as well as extracurricular and intra-curricular activities that will enhance possibilities for achieving goals
Works Cited/Bibliography	Use an organized, consistent format to cite all references in alphabetical order. Resources used should be reliable and current.
Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

ORAL PRESENTATION

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation is to describe research and career exploration efforts in detail. The *portfolio* will be used by the participant during the oral presentation. No other *visuals* or *audiovisual equipment* will be permitted.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
Knowledge of Selected Career	Present current data and show evidence of knowledge of selected career.
Relationship of Family and Consumer Sciences Coursework	Describe the relationship of family and consumer sciences coursework to selected career.
Use of <i>Portfolio</i>	Use <i>portfolio</i> to describe all phases of project.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of notes or note cards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.

STAR EVENTS POINT SUMMARY FORM

CAREER INVESTIGATION

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *portfolio* using the criteria and standards in the guidelines. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deductions.
2. At the conclusion of presentation, clip this form in front of the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
PORTFOLIO			
0-7 <i>divider pages</i> Up to 25 <i>content</i> pages (one-sided only)	Failure to follow page rules for portfolio will result in the loss of two points per additional page and/or page that does not follow the rules for stacking/overlapping, not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable at state STAR Events) Failure to follow specific event guidelines listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____
Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

_____ Adult Room Consultant _____ Event Lead Consultant _____

CAREER INVESTIGATION RATING SHEET

Name of Participant _____ Region _____

Category: ☐ Junior ☐ Senior

Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
PORTFOLIO						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary	Ⓐ ①	②	③	④	⑤	
Self-Assessment	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Career Research	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Experiences with Business, Industry, Agencies and Organizations	Ⓐ ①	②	③	④	⑤	
Samples of School Work	Ⓐ ①	②	③	④	⑤	
Use of Family and Consumer Sciences Coursework	Ⓐ ①	②	③	④	⑤	
Career Planning	Ⓐ ①	②	③	④	⑤	
Works Cited/Bibliography	Ⓐ ①	②	③	④	⑤	
Appearance	Ⓐ ①	②	③	④	⑤	
ORAL PRESENTATION						
Organization	Ⓐ ①	②	③	④	⑤	
Knowledge of Selected Career	Ⓐ ①	②	③	④	⑤	
Relationship of Family and Consumer Sciences Coursework to Selected Career	Ⓐ ①	②	③	④	⑤	
Use of Portfolio	Ⓐ ①	②	③	④	⑤	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators' Questions	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator's Signature _____ Room Consultant Verification of Total Score _____

CHAPTER SERVICE PROJECT DISPLAY

Chapter Service Project Display, a *team event*, recognizes chapters that develop and implement an *in-depth service project* that makes a worthwhile contribution to *families*, schools, and *communities*. Students must use family and consumer sciences *content* and skills to address and take action on a *community* need. Participants must prepare a *display* and an **oral presentation**.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Chapter Service Project must be developed and completed during a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Chapter Service Project and supporting materials submitted must be planned, conducted, and prepared by chapter members only.
5. Chapters may choose to enter both Chapter Service Project Display and Chapter Service Project Manual, but must select different service projects for each.
6. A project entered in this event may not be entered in any other STAR Event, but may be a part of the Chapter Showcase Event.

PROCEDURES & TIME REQUIREMENTS

1. At the designated time, participants will have 30 minutes to set up a *display*. Only participants are allowed in the setup area. Other persons may not assist. *Displays* not set up at the designated time will not be allowed during the presentation.
2. The oral presentation **may be up to** 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes.
3. If audio and/or visual recordings are used for the *display* event, they are limited to 1 minute playing time during the presentation.
4. Following the presentation, evaluators will have 5 minutes to interview participants.
5. Following the interview, evaluators will have 5 minutes to review the display.
6. Evaluators will use the rating sheet to score and write comments for participants. Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
7. The total time required for this event is approximately 55 minutes.

GENERAL INFORMATION

1. Participants must bring all necessary supplies and/or equipment. Wall space will not be available.
2. Tables and electrical outlets must be requested through the STAR Events entry form. Extension cords and power strips are not provided.
3. Spectators are not allowed to observe any portion of this event. If circumstances allow, displays may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
4. Scrapbooks, *flip charts*, *manuals* and photo albums are not allowed in the *display* event.
5. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *display* may be used as a *visual* during the oral presentation, but movement of the *display* during the presentation must occur within the original *dimensions* only. This includes handouts, samples, etc.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.

CHAPTER SERVICE PROJECT DISPLAY SPECIFICATIONS

Display

A *display* may be used to document and illustrate the work of one project.

The display may be either freestanding or tabletop. Freestanding *displays* should not exceed a space 48" deep by 60" wide by 72" high including *audiovisual equipment*. Tabletop *displays* should not exceed a space 30" deep by 48" wide by 48" high, including any *audiovisual equipment*. Information or *props* outside the *display* will be considered part of the *display* and subject to penalty (tablecloths, storage items, boxes below the table, etc.). *Visuals* or *props* used during the oral presentation of the *display* must be contained within the *dimensions* of the *display*, and movement of the *display* during the presentation must occur within the original *dimensions* only. Scrapbooks, *flip charts*, *manuals* and photo albums are not allowed. Each *display* must include a *project identification page* and a *planning process* summary page.

Project Identification Page	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' names, chapter name, school, city, state, region, and project title. For <i>project identification pages</i> mounted on a <i>display</i> , <i>graphics</i> and decorative elements must be outside the 8½" x 11" page and must not touch or overlap the <i>project identification page</i> . *For national STAR Events, use Central region.
FCCLA Planning Process Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Addresses a Specific Need	Address a specific need that makes a worthwhile contribution to <i>families</i> , schools, <i>communities</i> and/or family and consumer sciences. Show how and why need was identified and acted on.
Cooperative Efforts	Indicate the chapter's ability to work cooperatively with members, other school groups, <i>community</i> groups and/or volunteers to achieve the goals of the project.
Increases Awareness	Increase public awareness of FCCLA, family and consumer sciences and/or related occupations.
Appearance	<i>Display</i> should be neat, legible, <i>professional</i> , and creative and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project and its outcomes. Participants using the *display* option may use audio and/or visual recordings, but they are limited to 1 minute playing time. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *display* may be used as a visual during the oral presentation.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project activities and accomplishments.
Reflects Purposes of FCCLA	Explain how project reflects the purposes of FCCLA and family and consumer sciences and/or related occupations.
Project Impact	Explain what impact the project had on the <i>community</i> and chapter members.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of <i>display</i> and notes or notecards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.

STAR EVENTS POINT SUMMARY FORM

CHAPTER SERVICE PROJECT DISPLAY

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *display* using the criteria and standards in the chart that follows. If there is a discrepancy in the *dimensions*, record in the comment section and notify event lead consultant to verify point deductions.
2. At the conclusion of presentation, clip this form in front of the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
DISPLAY			
Free-standing: not exceeding a space 48" deep x 60" wide x 72" high including <i>audiovisual equipment</i> .	Failure to follow dimension rules for <i>displays</i> will result in the loss of two points per inch, up to 10 points. Information or <i>props</i> outside the <i>display dimensions</i> will be considered part of the <i>display</i> and subject to penalty. (e.g. table cloths, storing items below the table, etc.)		
Table top: not exceeding a space 30" deep x 48" wide x 48" high including <i>audiovisual equipment</i> .			
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable at state STAR Events.)		
	Failure to follow specific event guidelines not listed in other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

CHAPTER SERVICE PROJECT DISPLAY RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
DISPLAY						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Addresses a Specific Need	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Cooperative Efforts	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Increases Awareness	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Appearance	Ⓐ ①	②	③	④	⑤	
ORAL PRESENTATION						
Organization	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Reflects Purposes of FCCLA	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Project Impact	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators’ Questions	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator’s Signature _____ Room Consultant Verification of Total Score _____

CHAPTER SERVICE PROJECT MANUAL

Chapter Service Project Manual, a *team event*, recognizes chapters that develop and implement an *in-depth service project* that makes a worthwhile contribution to *families*, schools, and *communities*. Students must use family and consumer sciences *content* and skills to address and take action on a *community* need. Participants must prepare a **manual** and an **oral presentation**.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Chapter Service Project must be developed and completed during a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Chapter Service Project and supporting materials submitted must be planned, conducted, and prepared by chapter members only.
5. Chapters may choose to enter both Chapter Service Project Display and Chapter Service Project Manual, but must select different service projects for each.
6. A project entered in this event may not be entered in any other STAR Event, but may be a part of the Chapter Showcase Event.

PROCEDURES & TIME REQUIREMENTS

1. At the designated time, participants will have 30 minutes to turn in a *manual*. Only participants are allowed in the setup area. Other persons may not assist. *Manuals* not turned in at the designated time will not be allowed during the presentation.
2. Room consultants and evaluators will have 5 minutes to preview the manual before the presentation begins.
3. The oral presentation **may be up to** 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes.
4. Following the presentation, evaluators will have 5 minutes to interview participants.
5. Evaluators will use the rating sheet to score and write comments for participants. Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
6. The total time required for this event is approximately 55 minutes.

GENERAL INFORMATION

1. A table will be provided. Participants must bring all necessary supplies and/or equipment. Wall space will not be available.
2. Spectators are not allowed to observe any portion of this event. If circumstances allow, manuals may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
3. *Pointers*, including lasers, are not allowed in the *manual* event.
4. *Stacking/overlapping* is not allowed in manuals.
5. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *manual* may be used as a *visual* during the oral presentation.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.

CHAPTER SERVICE PROJECT MANUAL SPECIFICATIONS

Manual

A *manual* may be used to document and illustrate the work of one project.

The *manual* will contain 1 *project identification page*, 1 table of contents page, 1 *planning process* summary page, 0-3 *divider pages*, and up to 10 *content* pages. All pages must be contained in an FCCLA scrapbook obtained from the national emblematic supplier, and all pages must fit within the dimensions of the cover. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers; they must not include any other *content*. All pages must be one-sided only. *Stacking/overlapping* is not allowed in the manual.

Project Identification Page	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' names, chapter name, school, city, state, region, and project title. For <i>project identification pages</i> mounted on a scrapbook page, <i>graphics</i> and decorative elements must be outside the 8½" x 11" page and must not touch or overlap the <i>project identification page</i> . *For national STAR Events, use Central region.
FCCLA Planning Process Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Addresses a Specific Need	Address a specific need that makes a worthwhile contribution to <i>families</i> , schools, <i>communities</i> and/or family and consumer sciences. Show how and why need was identified and acted on.
Cooperative Efforts	Indicate the chapter's ability to work cooperatively with members, other school groups, <i>community</i> groups and/or volunteers to achieve the goals of the project.
Increases Awareness	Increase public awareness of FCCLA, family and consumer sciences and/or related occupations.
Appearance	<i>Manual</i> should be neat, legible, <i>professional</i> , and creative and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project and its outcomes. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *manual* may be used as a visual during the oral presentation.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project activities and accomplishments.
Reflects Purposes of FCCLA	Explain how project reflects the purposes of FCCLA and family and consumer sciences and/or related occupations.
Project Impact	Explain what impact the project had on the <i>community</i> and chapter members.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of notes and/or <i>manual</i> .
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.

STAR EVENTS POINT SUMMARY FORM

CHAPTER SERVICE PROJECT MANUAL

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *manual* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number or items, record in the comment section and notify event lead consultant to verify point deduction.
2. At the conclusion of presentation, clip this form in front of the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
MANUAL			
0-3 <i>Divider pages</i> Up to 10 <i>content</i> pages (one-sided only)	Failure to follow page rules for <i>manual</i> will result in the loss of two points per additional <i>page</i> and/or page that does not follow the rules for <i>stacking/overlapping</i> not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual (Not applicable to state STAR Events.) Failure to follow specific event guidelines listed in other criteria may result in additional point deductions not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____
Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

CHAPTER SERVICE PROJECT MANUAL RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
MANUAL						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Addresses a Specific Need	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Cooperative Efforts	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Increases Awareness	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Appearance	Ⓐ ①	②	③	④	⑤	
ORAL PRESENTATION						
Organization	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Reflects Purposes of FCCLA	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Project Impact	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators’ Questions	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator’s Signature _____ Room Consultant Verification of Total Score _____

CHAPTER SHOWCASE DISPLAY

Chapter Showcase Display, a *team event*, recognizes chapters that develop and implement a well-balanced program of work and promote FCCLA and family and consumer sciences and/or related occupations skills to the *community*. Participants must prepare a *display* and an **oral presentation**.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state or nationally affiliated FCCLA chapter member (December 20 postmark deadline.) State STAR Events participants must register for the State Leadership Conference.
3. The Chapter Showcase project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Chapter Showcase project and all supporting materials must be planned, conducted and prepared by chapter members only.

PROCEDURES & TIME REQUIREMENTS

1. At the designated time, participants will have 30 minutes to set up a *display*. Only participants are allowed in the setup area. Other persons may not assist. *Displays* not set up at the designated time will not be allowed during the presentation.
2. The oral presentation **may be up to** 15 minutes in length. A one-minute warning will be given at 14 minutes. Participants will be stopped at 15 minutes.
3. If audio and/or visual recordings are used, they are limited to 1 minute playing time during the presentation.
4. Following the presentation, evaluators will have 5 minutes to interview participants.
5. Following the interview, evaluators will have 5 minutes to review the display.
6. Evaluators will use the rating sheet to score and write comments for participants. Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
7. The total time required for this event is approximately one hour.

GENERAL INFORMATION

1. Participants must bring all necessary supplies and/or equipment. Wall space will not be available.
2. Tables and electrical outlets must be requested through the STAR Events entry form. Extension cords and power strips are not provided.
3. Spectators are not allowed to observe any portion of this event. If circumstances allow, displays may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
4. Scrapbooks, *flip charts*, *manuals*, and photo albums are not allowed in the *display* event.
5. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *display* may be used as a *visual* during the presentation, but movement of the *display* during the presentation must occur within the original *dimensions* only. This included handouts, samples, etc.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.

CHAPTER SHOWCASE DISPLAY SPECIFICATIONS

Display

A *display* may be used to document and illustrate the chapter's program of work.

The *display* may be either freestanding or tabletop. Freestanding *displays* should not exceed a space 48" deep by 60" wide by 72" high, including *audiovisual equipment*. Tabletop *displays* should not exceed a space of 30" deep by 48" by 48" high, including any *audiovisual equipment*. Information or *props* outside the *display* will be considered part of the *display* and subject to penalty (tablecloths, storage items, boxes below the table, etc.). *Visuals* or *props* used during the oral presentation of the *display* must be contained within the *dimensions* of the *display*, and movement of the *display* during the presentation must occur within the original *dimensions* only. Scrapbooks, *flip charts*, *manuals*, and photo albums are not allowed. Each *display* must include a *project identification page* and a *planning process* summary page.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' names, chapter name, school, city, state, region, event title, and project title. For <i>project identification pages</i> mounted on a <i>display</i> , <i>graphics</i> and decorative elements must be outside the 8½" x 11" page and must not touch or overlap the <i>project identification page</i> . *For national STAR Events, use Central region.
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Membership <i>Campaigns</i>	Actively recruit new members and maintain current ones through creative and innovative <i>campaigns</i> .
Meetings, Ceremonies and Recognition Activities	Hold and attend chapter, district/regional, state and national meetings; conduct and participate in ceremonies; and recognize chapter members for their efforts.
Leadership Activities and Cooperative, Competitive and Individualized Activities	Engage chapter members in leadership activities and in cooperative, competitive and individualized activities.
<i>Community Service</i> Activities and Chapter Finances	Plan and conduct service projects benefiting the school and/or <i>community</i> , and maintain adequate chapter finances through fundraising <i>campaigns</i> or other efforts.
State and <i>National programs</i>	Complete project activities related to state and <i>national programs</i> .
Public Relations Efforts	Use a variety of public relations techniques to increase public awareness of FCCLA and family and consumer sciences and/or related occupations.
Appearance	<i>Display</i> should be neat, legible, <i>professional</i> , and creative and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 15 minutes in length and is delivered to evaluators. The presentation should describe the chapter's year-long program of work and how it was implemented. Participants presenting a *display* may use audio and/or visual recordings, but they are limited to 1 minute playing time. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *display* may be used as a *visual* during the oral presentation.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize program of work.
Reflects Purposes of FCCLA	Explain how program of work reflects the purposes of FCCLA and family and consumer sciences and/or related occupations.
Well-balanced Program of Work	Discuss how program of work allows members to develop leadership, management, communication, and personal skills by planning, conducting, and evaluating a well-balanced program of work.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of display and notes or notecards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.

STAR EVENTS POINT SUMMARY FORM

CHAPTER SHOWCASE PROJECT DISPLAY

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *display* using the criteria and standards in the chart that follows. If there is a discrepancy in the dimensions, record in the comment section and notify event lead consultant to verify point deduction.
2. At the conclusion of presentation, clip this form in front of the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
DIMENSIONS			
Free-standing: not to exceed a space 48" deep x 60" wide x 72" high including <i>audiovisual equipment</i> . Table top: not to exceed a space 30" deep x 48" wide x 48" high including <i>audiovisual equipment</i> .	Failure to follow dimension rules for <i>displays</i> will result in the loss of two points per inch up to 10 points. Information or <i>props</i> outside the <i>display dimensions</i> will be considered part of the <i>display</i> and subject to penalty (e.g. table cloths, storing items below the table, etc.)		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events). Failure to follow specific event guidelines listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

CHAPTER SHOWCASE DISPLAY PROJECT RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
DISPLAY OR MANUAL						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Membership Campaigns	Ⓐ ①	②	③	④	⑤	
Meetings, Ceremonies and Recognition Activities	Ⓐ ①	②	③	④	⑤	
Leadership Activities and Cooperative, Competitive and Individualized Activities	Ⓐ ①	②	③	④	⑤	
Community Service Activities and Chapter Finances	Ⓐ ①	②	③	④	⑤	
State and National Programs	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Public Relations Efforts	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Appearance	Ⓐ ①	②	③	④	⑤	
ORAL PRESENTATION						
Organization	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Reflects Purposes of FCCLA	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Well-balanced Program of Work	Ⓐ ①	②	③	④	⑤	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators' Questions	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator's Signature _____ Room Consultant Verification of Total Score _____

CHAPTER SHOWCASE MANUAL

Chapter Showcase Manual, a *team event*, recognizes chapters that develop and implement a well-balanced program of work and promote FCCLA and family and consumer sciences and/or related occupations skills to the *community*. Participants must prepare a **manual** and an **oral presentation**.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state or nationally affiliated FCCLA chapter member (December 20 postmark deadline.) State STAR Events participants must register for the State Leadership Conference.
3. The Chapter Showcase project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Chapter Showcase project and all supporting materials must be planned, conducted and prepared by chapter members only.

PROCEDURES & TIME REQUIREMENTS

1. At the designated time, participants will have 30 minutes to turn in a *manual*. Only participants are allowed in the setup area. Other persons may not assist. *Manuals* not turned in at the designated time will not be allowed during the presentation.
2. Room consultants and evaluators will have 5 minutes to preview the manual before the presentation begins.
3. The oral presentation **may be up to** 15 minutes in length. A one-minute warning will be given at 14 minutes. Participants will be stopped at 15 minutes.
4. Following the presentation, evaluators will have 5 minutes to interview participants.
5. Evaluators will use the rating sheet to score and write comments for participants. Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
6. The total time required for this event is approximately one hour.

GENERAL INFORMATION

1. A table will be provided. Participants must bring all necessary supplies and/or equipment. Wall space will not be available.
2. Spectators are not allowed to observe any portion of this event. If circumstances allow, manuals may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
3. Pointers, including lasers, are not allowed in the *manual* event.
4. *Stacking/overlapping* is not allowed in manuals.
5. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *manual* may be used as a *visual* during the oral presentation.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.

CHAPTER SHOWCASE MANUAL SPECIFICATIONS

Display

A *manual* may be used to document and illustrate the chapter's program of work.

The *manual* will contain 1 *project identification page*, 1 table of contents page, 1 *planning process* summary page, 0-6 *divider* pages, and up to 35 *content pages*. All pages must be contained in an FCCLA scrapbook obtained from the national FCCLA emblematic supplier, and all pages must fit within the dimensions of the cover. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers; they must not include any other *content*. All pages must be one-sided only. *Stacking/overlapping* is not allowed in the manual.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' names, chapter name, school, city, state, region, event title, and project title. For <i>project identification pages</i> mounted on a scrapbook page, <i>graphics</i> and decorative elements must be outside the 8½" x 11" page and must not touch or overlap the <i>project identification page</i> . *For national STAR Events, use Central region.
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
<i>Membership Campaigns</i>	Actively recruit new members and maintain current ones through creative and innovative <i>campaigns</i> .
Meetings, Ceremonies and Recognition Activities	Hold and attend chapter, district/regional, state and national meetings; conduct and participate in ceremonies; and recognize chapter members for their efforts.
Leadership Activities and Cooperative, Competitive and Individualized Activities	Engage chapter members in leadership activities and in cooperative, competitive and individualized activities.
<i>Community Service Activities and Chapter Finances</i>	Plan and conduct service projects benefiting the school and/or <i>community</i> , and maintain adequate chapter finances through <i>fundraising campaigns</i> or other efforts.
<i>State and National programs</i>	Complete project activities related to state and <i>national programs</i> .
Public Relations Efforts	Use a variety of public relations techniques to increase public awareness of FCCLA and family and consumer sciences and/or related occupations.
Appearance	<i>Display</i> should be neat, legible, <i>professional</i> , and creative and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 15 minutes in length and is delivered to evaluators. The presentation should describe the chapter's year-long program of work and how it was implemented. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *manual* may be used as a *visual* during the oral presentation.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize <u>program of work</u> .
Reflects Purposes of FCCLA	Explain how program of work reflects the purposes of FCCLA and family and consumer sciences and/or related occupations.
Well-balanced Program of Work	Discuss how program of work allows members to develop leadership, management, communication, and personal skills by planning, conducting, and evaluating a well-balanced program of work.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of display and notes or notecards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.

STAR EVENTS POINT SUMMARY FORM

CHAPTER SHOWCASE PROJECT MANUAL

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *manual* using the criteria and standards in the chart that follows. If there is a discrepancy under or over the required number or items, record in the comment section and notify event lead consultant to verify point deductions.
2. At the conclusion of presentation, clip this form in front of the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
MANUAL			
0-6 <i>Divider pages</i> Up to 35 <i>content</i> pages (one-sided only)	Failure to follow page rules for <i>manual</i> will result in the loss of two points per additional pages and/or per page that does not follow the rules for <i>stacking/overlapping</i> not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.) Failure to follow specific event guidelines listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____
Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

CHAPTER SHOWCASE MANUAL PROJECT RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
DISPLAY OR MANUAL						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Membership Campaigns	Ⓐ ①	②	③	④	⑤	
Meetings, Ceremonies and Recognition Activities	Ⓐ ①	②	③	④	⑤	
Leadership Activities and Cooperative, Competitive and Individualized Activities	Ⓐ ①	②	③	④	⑤	
Community Service Activities and Chapter Finances	Ⓐ ①	②	③	④	⑤	
State and National Programs	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Public Relations Efforts	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Appearance	Ⓐ ①	②	③	④	⑤	
ORAL PRESENTATION						
Organization	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Reflects Purposes of FCCLA	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Well-balanced Program of Work	Ⓐ ①	②	③	④	⑤	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators’ Questions	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator’s Signature _____ Room Consultant Verification of Total Score _____

CULINARY ARTS

Culinary Arts, an *individual* and *team event*, recognizes participants enrolled in *occupational* culinary arts/food service training programs for their ability to work individually and as members of a *team* to produce a quality meal using industrial culinary art/food service techniques and equipment. *Teams* of participants must **develop a plan** for the time allotted, **prepare menu items** given to them at the time of the event and **present their prepared items** to evaluators. They also will fill out a *team evaluation sheet*.

EVENT CATEGORIES

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. Chapters may submit up to two entries in this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA *occupational* chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. Participants must be or have been enrolled in a culinary arts/food service *occupational* training program (coursework for high school credit that concentrates in class learning and/or on-the-job training in preparation for paid *employment*). In Missouri, students enrolled in a nationally recognized certificate program (e.g., ProStart) are eligible to participate. Students enrolled in food and nutrition courses in family and consumer sciences *comprehensive* programs are not eligible.
4. Participants must attend the Culinary Arts Orientation session prior to competition. Participants will receive event-specific information at this time only.

PROCEDURES & TIME REQUIREMENTS

1. Participants will report to the designated room at the specified time with all required equipment and wearing appropriate, clean attire.
2. *Teams* will be given a menu and all required recipes.
3. *Teams* will have 30 minutes to organize work area, obtain supplies, and construct a time management plan.
4. *Teams* will have 60 minutes to prepare required food products according to recipe specifications.
5. After 60 minutes, participants will present three plates for evaluation of appearance and taste.
6. Participants will have 10 minutes to complete a Culinary Arts *Team* Evaluation Sheet.
7. Participants will have 15 minutes to clean up their workstations and return unused food to the central station.
8. Evaluators will use the rating sheet to score and write comments for each participant throughout the session by observing their work habits, techniques, development, and use of planning sheet, product presentation, appearance, taste, and creativity as well as the written *team* evaluation sheet. Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
9. The total time required for this event is approximately 2 hours and 15 minutes.

GENERAL INFORMATION

1. An equipment and tool requirements list will be sent to participants after the registration form is received. Only items on the list may be brought to the event. Any necessary large equipment will be provided.
2. All food will be provided. Identical food items will be available to each *team*. No other food products, garnishes, or condiments may be brought to the event.
3. Participants will receive team scores on their personal appearance, food production, and *team* evaluation.
4. Spectators are not allowed to observe any portion of this event.
5. Words in *italics* are defined in the glossary.
6. See Allowable Presentation Elements chart on page 9.

CULINARY ARTS SPECIFICATIONS

Appearance

Participants will be well groomed and wear appropriate, clean attire meeting restaurant and hotel industry standards including: chef coat or jacket; industry pants or commercial *uniform*; apron; hair covering or chef hat; closed-toe, low heel, nonskid leather shoes (canvas shoes are not appropriate); no jewelry (watches are acceptable); minimal make-up; no facial hair; no cologne or nail polish. *For Missouri STAR Events, facial hair on young men is acceptable only if it is well-groomed and does not provide a sanitation hazard during the event.)

Clothing and Appearance	Wear appropriate clothing and head covering and present a well-groomed appearance.
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Planning

Participants will have 30 minutes after receiving recipes to work with their *team* members to construct a time management plan using the provided planning sheet, obtain supplies and organize work area.

Effective Planning Sheet	Work cooperatively with <i>team</i> members to divide duties, make a time schedule, and develop a sequential plan for completing tasks efficiently
Follow Planning Sheet	Follow <i>team</i> plan; adapt plan to situations as necessary.

Food Production

Teams of three individuals will have 60 minutes to prepare food products and garnish. Participants should be proficient in the preparation of a minimum of three food products. Any of the following food products may appear on the menu: appetizers, sauces, soups, vegetables, salads, breads, sandwiches, beverages, entrees and/or desserts. Participants may bring only the items listed on the provided required equipment list to the event. No other smallwares or equipment will be allowed in the competition site. Additional items will be removed from the participants until after they have finished competing. Participants will demonstrate industry standards in usage of equipment, tools, and techniques. Participants will follow directions and recipes to prepare food products that meet industry standards for appearance and taste while demonstrating ability to keep work area organized and clean in a safe and sanitary manner.

Equipment, Tools and Techniques	Use proper equipment, tools, products, vocabulary, and techniques in the preparation of food products and garnishes.
Follow Directions	Follow directions of recipes in proper sequence.
Sanitation and Safety	Keep work area clean and organized, and demonstrate appropriate safety and sanitation procedures according to industry standards. Complete final cleanup and return supplies after event within the designated time period.
Teamwork	Work as an effective, contributing <i>team</i> member and display leadership skills.

Food Presentation

Each *team* will prepare three identical plates that have been attractively garnished. The *team* will present all plates for evaluation of appearance and taste at the end of the 60-minute period. There will be no extra time allowed to complete preparation or presentation. All work must stop at the 60-minute time limit. Evaluation will be based on industry standards.

Product Appearance	Prepare all three plates consistently, with creative product appearance and appropriate portion sizes
Product Taste and Temperature	Food products meet industry standards of appropriate taste for each recipe, and serve products at the appropriate temperature.
Garnish	Enhance presentation with garnish that reflects creativity and is appropriate to food products made.

Team Evaluation

Each *team* member will have 10 minutes to complete a Culinary Arts *Team* Evaluation Sheet. Participants will critique strengths and areas for improvement for final product, results, teamwork and individual contributions to *team* effort.

<i>Team</i> Evaluation Sheet	Thoroughly evaluate strengths and areas for improvement of final products, following the planning sheet, results, teamwork and individual contributions to <i>team</i> effort on provided Culinary Arts <i>Team</i> Evaluation Sheet.
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STAR EVENTS POINT SUMMARY FORM

CULINARY ARTS

Name(s) of Participant(s) _____ Region _____

Category: ☐ Occupational Chapter _____

Directions:

1. At the conclusion of presentation, clip this form in front of the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
REGISTRATION			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.)		
ADDITIONAL CRITERIA			
	Failure to follow specific event guidelines listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

CULINARY ARTS RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Occupational

Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
APPEARANCE						
Clothing and Appearance	Ⓐ ①	②	③	④	⑤	
PLANNING						
Effective Planning Sheet	Ⓐ ①	②	③	④	⑤	
Follow Planning Sheet	Ⓐ ①	②	③	④	⑤	
FOOD PRODUCTION						
Equipment, Tools and Techniques	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
Follow Directions	Ⓐ ①	②	③	④	⑤	
Sanitation and Safety	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
Teamwork	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
FOOD PRESENTATION						
Product Appearance	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
Product Taste and Temperature	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
Garnish	Ⓐ ①	②	③	④	⑤	
TEAM EVALUATION						
Team Evaluation Sheet	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator's Signature _____ Room Consultant Verification of Total Score _____

CULINARY ARTS PLANNING SHEET

Name of member _____

Region _____

Name of member_____

Name of member _____

[illegible]

Culinary Arts Team Evaluation Sheet

Name of member _____ Region _____

Name of member _____

Name of member _____

PRODUCT APPEARANCE:

RESULTS:

TEAMWORK:

INDIVIDUALS' CONTRIBUTIONS TO TEAM:

EARLY CHILDHOOD

Early Childhood, an *individual event*, recognizes participants who demonstrate their ability to use knowledge and skills gained from their enrollment in an *occupational* early childhood program. Participants must prepare a *portfolio* and a resource container related to Early Childhood. On-site, participants must plan and present an activity to evaluators in **response to a case study** provided during the event and an oral presentation describing the activity.

EVENT CATEGORIES

Occupational: grades 10-12

See pages 8 and 19 for more information on event categories.

ELIGIBILITY

1. Chapters may submit two entries in this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA *occupational* chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. Participant must be or have been enrolled in an *occupational* early childhood education and services program (coursework for high school credit that concentrates in-class learning and/or on-the-job training in preparation for paid *employment*. Students enrolled in general courses in family and consumer sciences or *comprehensive* child development courses are not eligible.
4. The Early Childhood project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
5. The Early Childhood project activities and supporting materials must be planned, conducted and prepared by the participant only.

PROCEDURES & TIME REQUIREMENTS

1. Each participant will submit a *portfolio* to the event room consultant at the designated participation time and inform evaluators of their chosen age category (possible age range of 2-3, 4-5, or 6-8 years old.)
2. Room consultant will check the resource container and give the case study to the participant to plan for the activity.
3. Room consultants and evaluators will have 30 minutes to preview the *portfolio* while the participant plans their activity using materials from their resource container.
4. The presentation of the activity **may be up to** 15 minutes in length. A one-minute warning will be given at 14 minutes. The participant will be stopped at 15 minutes.
5. Following the presentation, evaluators will have 5 minutes to question participant.
6. Evaluators will use the rating sheet to score and write comments for each participant. Then evaluators will meet with participant to discuss strengths and suggestions for improvements.
7. The total time required for this event is approximately one hour.

GENERAL INFORMATION

1. The theme will be provided to participants by the host institution a minimum of two weeks prior to the event. State STAR Events theme will be included in the participant confirmation mailing.
2. A table will be provided.
3. Participants may bring or request an easel.
4. Spectators are not allowed to observe any portion of this event. If circumstances allow, portfolios may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
5. *Stacking/overlapping* is not allowed in the *portfolio*.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.

EARLY CHILDHOOD SPECIFICATIONS

Portfolio

The *portfolio* is a collection of materials used to document and illustrate the student's work in Early Childhood. Materials must be contained in a standard FCCLA STAR Events binder/notebook obtained from the national FCCLA emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover. The binder/notebook must contain no more than 33 pages: 1 *project identification page*, 1 table of contents page, 1 *planning process* summary page, 0-5 *divider pages*, and up to 25 *content pages*. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers; they must not include any other *content*. All pages must be one-sided only. All pages except *divider pages* must be 8½" x 11". *Stacking/overlapping* is not permitted in the *portfolio*. The *portfolio* will be turned in to the room consultant at the designated participation time.

<i>Project Identification Page</i>	One 8½" x 11" summary page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name, chapter name, school, city, state, FCCLA region, age category, and project title. *For national STAR Events, use Central Region.
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Documentation of Experience <i>Occupational Course Work</i>	Document evidence of units, courses, volunteer and/or paid positions related to Early Childhood.
<i>Lesson plans</i>	Include 3-5 example <i>lesson plans</i> exhibiting a variety of Early Childhood concepts (e.g. science, math, music, art).
Evidence of Skills	Show evidence of actual implementation of a <i>lesson plan(s)</i> included in <i>portfolio</i> (i.e. pictures, classroom teacher evaluation, samples of hands-on activities, handouts, etc.).
Evidence of Developmental Knowledge	Show evidence of knowledge of age-appropriate activities based on developmental stages, ages 2-3, 4-5 or 6-8 years (i.e. chart, listing, diagram, essay developed by the participant).

Resource Container

The Resource Container is a sturdy container with a lid that holds resource materials and supplies assembled by the participant for use in planning and presenting the learning activity. All materials must fit into the closed container. The container and lid must be no larger than 17½" wide x 14½" deep x 11½" high. A decorative and/or informative cover may be included. **Materials and supplies may include, but are not limited to, any of the following: crayons, colored paper, scissors, markers, craft sticks, stapler, pencil, felt, hole punch, cellophane tape, masking tape, other tape, socks, songs, straws, glue stick, paste, yarn, story books, picture books, resource books, and student-made items related to the theme, etc.** Types and quantities of materials are determined by the participant and are limited only by the size of the container.

Resource Container	Assemble resources and supplies in a container. The container with lid should be no larger than 17½" wide x 14½" deep x 11½" high.
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Activity Plan and Preparation

On site, the participant will be given a case study (type of activity, number of children, setting) and an activity topic related to that year's theme for the age category that they have selected (possible age categories of 2-3, 4-5, or 6-8 years old). Activity plan topics may include, but are not limited to, general areas such as physical activity, science, and reading readiness. Participants must complete a written activity plan and adaptations required by the case study for their presentation using the blank form provided. Only the materials and supplies in the participant's resource container may be used to complete the activity plan.

Written Activity Plan	Include objective, materials, setup, activities and expected outcome. Submit one copy.
Use of Resource Materials and Supplies	Use creativity, safety and variety in completing activity plan.
Selections of Activity/Activities	Choose age-appropriate activities for early childhood activity plan.

Oral Presentation

The oral presentation of the activity plan **may be up to** 15 minutes in length and is delivered to evaluators.

Introduction	Express objectives, instructions and directions with clarity.
Activity	Present lesson with organization; focus on content, accuracy of information, age-level appropriateness, sequence of events/activities, pace and transitions.
Wrap Up	Reinforce lesson objective with appropriate summary.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of supplies and materials.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding <i>lesson plan</i> and <i>portfolio</i> . Questions are asked after the presentation.

STAR EVENTS POINT SUMMARY FORM EARLY CHILDHOOD

Name(s) of Participant(s) _____ Region _____

Category: ☐ Occupational Chapter _____

Directions:

- Before student presentation, room consultant must check participant's *portfolio* and resource container using the criteria and standards for the event. If there are discrepancies, record in the comment section and notify event lead consultant to verify point deduction.
- At the conclusion of presentation, clip this form in front of the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
PORTFOLIO			
0-5 <i>Divider pages</i> Up to 25 <i>content</i> pages (one-sided only)	Failure to follow page rules for <i>portfolio</i> will result in the loss of two points per additional page, and/or page that does not follow the rules for <i>stacking/overlapping</i> not to exceed 10 points.		
RESOURCE CONTAINER			
No larger than 17½" wide x 14½" deep x 11½" high	Failure to follow dimension rules for resource container, including lid, will result in the loss of two points per inch, up to 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to State STAR Events.) Failure to follow specific event guidelines listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

EARLY CHILDHOOD RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Occupational

Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
PORTFOLIO						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Documentation of Experience/Occupational Course Work	Ⓐ ①	②	③	④	⑤	
Lesson Plans	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Evidence of Skills	Ⓐ ①	②	③	④	⑤	
Evidence of Developmental Knowledge	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
RESOURCE CONTAINER						
Meets Specifications	Ⓐ ①	②	③	④	⑤	
ACTIVITY PLAN AND PREPARATION						
Written Activity Plan	Ⓐ ①	②	③	④	⑤	
Use of Resource Materials and Supplies	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Selection of Activity/Activities	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
PRESENTATION						
Introduction	Ⓐ ①	②	③	④	⑤	
Activity	Ⓐ ①	②	③	④	⑤	
Wrap Up	Ⓐ ①	②	③	④	⑤	
Voice/Pronunciation/Grammar	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators' Questions	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator's Signature _____ Room Consultant Verification of Total Score _____

EARLY CHILDHOOD EVENT – ACTIVITY PLANNING FORM

Name of Participant _____ Age of Children _____

Type of Activity: _____

Name of Activity: _____

1. **Learning Goal or Objective for the Activity:** What knowledge or skills will this activity help children know and be able to do?

2. **Rationale:** Why is this knowledge or skill important for children to know and be able to do at this age?

<p>3. Setting: Briefly describe the location, furniture, and large equipment needed to carry out the activity with the children.</p>	<p>4. Supplies: What supplies and resources will you use to prepare for and carry out the activity with the children?</p>
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5. **Activity:** Describe in detail the activity you plan to do with these children.

6. **Adaptations and Modifications:** How will you modify or adapt your plan to accommodate the classroom situation?

7. **Evaluation:** How will you evaluate the children's achievement of the goal or objective?

If additional space is needed, paper will be provided. Use the number to label corresponding responses. Do not rewrite the questions.

ENTREPRENEURSHIP

Entrepreneurship, an *individual* or *team event*, recognizes participants who develop a plan for a small business using family and consumer sciences skills and *sound business practices*. The business must relate to an area of family and consumer sciences education or related occupations. Participants must prepare a *portfolio* containing a **written business plan**, which they are not required to have implemented, and an **oral presentation**.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Entrepreneurship project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Entrepreneurship project and all supporting materials must be planned, conducted and prepared by participant(s) only.

PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit the *portfolio* to the event room consultant at the designated participation time.
2. Room consultants and evaluators will have 20 minutes to preview the *portfolio* before the presentation begins.
3. Participant(s) will have 20 minutes to set up for the event. Other persons may not assist.
4. The oral presentation **may be up to** 20 minutes in length. A one-minute warning will be given at 19 minutes. Participant(s) will be stopped at 20 minutes.
5. If audio or audiovisual recordings are used, they are limited to 1 minute playing time during the presentation.
6. Following the presentation, evaluators will have 5 minutes to interview participant(s).
7. Evaluators will use the rating sheet to score and write comments for participant(s). Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
8. The total time required for this event is approximately one hour.

GENERAL INFORMATION

1. A table will be provided. Participants may request or bring an easel. Equipment may be requested from the host institution, but may not be available. Participants should confirm equipment requests prior to STAR Events. If not available, participants must bring all other necessary supplies and/or equipment. Wall space will not be available.
2. Electrical outlets must be requested through the STAR Events entry form. Extension cords and power strips are not provided.
3. Spectators may not observe any portion of this event. If circumstances allow, portfolios may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
4. Distribution of product samples or other materials is not allowed in this event.
5. *Stacking/overlapping* is not permitted in the *portfolio*.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.

ENTREPRENEURSHIP SPECIFICATIONS

Portfolio

The business plan will present items researched and developed in a written business plan for establishing a small business. The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in an FCCLA STAR Events binder/notebook, obtained from the national FCCLA emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover. The binder/notebook must contain no more than 63 pages: 1 *project identification page*, 1 table of contents page, 1 *planning process* summary page, 0-10 *divider pages* and no more than 50 *content pages* including the documents listed below. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers; they must not include any other *content*. All pages must be one-sided only. All pages except *divider pages* must be 8½" x 11". *Stacking/overlapping* is not allowed in the *portfolio*. The *portfolio* will be turned in to the room consultant at the designated participation time.

Project Identification Page	Include 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' name(s), chapter name, school, city, state, region and business title. *For national STAR Events, use state and national region.
FCCLA Planning Process Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Business Description	Include name of the new small business and philosophy statement. Describe services provided, hours of operation, <i>demographics</i> served, and business feasibility (including <i>community</i> survey data or market research).
Facility	Describe space, utilities and emergency procedures.
Supplies and Equipment	Include list of suppliers, inventory of equipment and supplies, and description of provisions for maintenance and repair.
Organizational Chart	Describe job titles and tasks.
Personnel Management	Describe hiring procedures, salaries and benefits, policies and procedures, and evaluations/appraisals. Included all applicable forms and records.
Funding for Business	Describe methods and sources of funding and include fee structures.
Budget	Describe income, expenditures, financial procedures and applicable tax information. Include all applicable forms.
Laws, Regulations and Codes	Describe health; environment; fire; insurance; zoning; and other local, county and state codes. (Actual codebooks need not be included.)
Advertising and Recruitment	Describe advertising plan (including special events) and include sample advertisements.
Works Cited/Bibliography	Use an organized, consistent format to cite all references in alphabetical order. Resources should be reliable and current.
Appearance	Business plan must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Oral Presentation

The oral presentation may be up to 20 minutes in length and is delivered to evaluators. The presentation should be *professional* in nature and summarize the business plan. The presentation cannot be prerecorded. If audio or audiovisual recordings are used, they are limited to 1 minute playing time. *Visuals* should be used during the presentation. The *portfolio* may be used as a visual.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize business plan.
Knowledge of Subject Matter	Show evidence of mastery of entrepreneurial skills including facility management, budget and credit management, personnel management and understanding of government regulations.
Use of Visuals	Use <i>visuals</i> to support, illustrate or complement presentation. They should be neat, legible, <i>professional</i> , and creative, and use correct grammar and spelling.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of <i>visuals</i> and notes or notecards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the business plan. Questions are asked after the presentation.

STAR EVENTS POINT SUMMARY FORM

ENTREPRENEURSHIP

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *portfolio* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deductions.
2. At the conclusion of the presentation, clip this form to the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
PORTFOLIO			
0-10 <i>divider pages</i> Up to 50 <i>content pages</i> (one-sided only)	Failure to follow page rules for <i>portfolio</i> will result in the loss of two points per additional page, and/or page that does not follow the rules for <i>stacking/overlapping</i> not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to State STAR Events.) Failure to follow specific event guidelines listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

ENTREPRENEURSHIP RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
PORTFOLIO						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Business Description	Ⓐ ①	②	③	④	⑤	
Facility	Ⓐ ①	②	③	④	⑤	
Supplies and Equipment	Ⓐ ①	②	③	④	⑤	
Organizational Chart	Ⓐ ①	②	③	④	⑤	
Personnel Management	Ⓐ ①	②	③	④	⑤	
Funding for Business	Ⓐ ①	②	③	④	⑤	
Budget	Ⓐ ①	②	③	④	⑤	
Laws, Regulations and Codes	Ⓐ ①	②	③	④	⑤	
Advertising and Recruitment	Ⓐ ①	②	③	④	⑤	
Works Cited/Bibliography	Ⓐ ①	②	③	④	⑤	
Appearance	Ⓐ ①	②	③	④	⑤	
ORAL PRESENTATION						
Organization	Ⓐ ①	②	③	④	⑤	
Knowledge of Subject Matter	Ⓐ ①	②	③	④	⑤	
Use of Visuals	Ⓐ ①	②	③	④	⑤	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators' Questions	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator's Signature _____ Room Consultant Verification of Total Score _____

MISSOURI STAR EVENT - FCCLA KNOWLEDGE

FCCLA Knowledge, an *individual event*, recognizes participants who are interested in learning about the background and current information of the organization. Information can be found in the FCCLA Chapter Handbook, Missouri FCCLA Member Handbook, and other official publications. Official publications are those coming from National FCCLA Headquarters or the State FCCLA Office, and may be in printed form or available on the national and/or state web sites.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state, and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. An event category is determined by participants' previous or current enrollment in family and consumer sciences related course work and grade in school as of April 30 of the current school year.
4. Participants in this event may not be entered in any other STAR Event.

THIS IS A MISSOURI EVENT ONLY AND DOES NOT QUALIFY FOR PARTICIPATION IN NATIONAL STAR EVENTS.

PROCEDURES & TIME REQUIREMENTS

1. Participants report to the event lead consultant at the designated room fifteen minutes prior to participation time.
2. One hour is allowed for the event including the instructions and paper collection.
3. The test may consist of general information about Family, Career and Community Leaders of America, its history, mission, purposes, creed, and other facts found in the FCCLA Chapter Handbook, Missouri FCCLA Member Handbook, and other official publications. Official publications are those coming from National FCCLA Headquarters or the State FCCLA Office, and may be in printed form or available on the national and/or state web sites.
4. Scratch paper is furnished.
5. Participants are responsible for bringing their own #2 pencils and erasers for this event.
6. Spectators are not allowed.

EVALUATION and AWARDS

Results are based on the percentage of correct items. Medals will be awarded as follows:

Gold: 90 - 100 % correct

Silver: 70-89.99 % correct

Bronze: 1 – 69.99% or below correct

The participant scoring a gold rating with the greatest number of correct answers is the top gold winner. Ties will be broken based on the order in which the tests were turned in. The test turned in the earliest will be the winner.

The scoring sheet will be returned to the advisors at the end of STAR Events. **TESTS WILL NOT BE RETURNED.**

FOCUS ON CHILDREN

Focus on Children, an *individual* or *team event*, recognizes participants who use family and consumer sciences skills to plan and conduct a child development project that has a positive impact on children and the *community*. Participants must prepare a **display** and an **oral presentation**.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Focus on Children project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Focus on Children project and all supporting materials must be planned, conducted, and prepared by the participant(s) only.
5. Participants must have completed a course or unit of study in child development in a family and consumer sciences program and/or related occupations program.

PROCEDURES & TIME REQUIREMENTS

1. At the designated time, participants will have 30 minutes to set up their *displays*. Only participants are allowed in the setup area. Other persons may not assist. *Displays* not set up at the designated time will not be allowed during the presentation.
2. The oral presentation **may be up to** 10 minutes in length. A one-minute warning will be given at 9 minutes. Participant(s) will be stopped at 10 minutes.
3. If audio or *audiovisual* recordings are used, they are limited to 1 minute playing time during the presentation.
4. Following the presentation, evaluators will have 5 minutes to interview participant(s).
5. Following the interview, evaluators will have 5 minutes to review the display.
6. Evaluators will use the rating sheet to score and write comments for participant(s). Then evaluators will meet with participant(s) to discuss strengths and suggestions for improvement.
7. The total time for this event is approximately 50 minutes.

GENERAL INFORMATION

1. Equipment may be requested from the host institution, but may not be available. Participants should confirm equipment requests prior to STAR Events. If not available, participants must bring all necessary supplies and/or equipment. Wall space will not be available.
2. Tables and electrical outlets must be requested through the STAR Events Entry Form. Extension cords and power strips are not provided.
3. Spectators are not allowed to observe any portion of this event. If circumstances allow, displays may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
4. Scrapbooks, *flip charts*, *manuals*, and photo albums are not allowed in this event.
5. Participant(s) may not carry in additional *visuals* or *props* for the oral presentation. The *display* may be used as a visual during the presentation, but movement of the *display* during the presentation must occur within the original *dimensions* only. This includes handouts, samples, etc.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.

FOCUS ON CHILDREN EVENT SPECIFICATIONS

Display

The *display* may be freestanding or tabletop. Freestanding *displays* should not exceed a space 48" deep by 60" wide by 72" high, including *audiovisual equipment*. Tabletop *displays* should not exceed a space 30" deep by 48" wide by 48" high, including *audiovisual equipment*. Information or *props* outside the *display* will be considered part of the *display* and subject to penalty (tablecloths, storage items, boxes below the table, etc.). *Visuals* or *props* used during the oral presentation of the *display* must be contained within the *dimensions* of the *display*, and movement of the *display* during the presentation must occur within the original *dimensions* only. Scrapbooks, *flip charts*, *manuals* and photo albums are not allowed. The *display* must include a *project identification page* and a *planning process* summary page.

Project Identification Page	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' name(s), chapter name, school, city, state, region, and project title. *For national STAR Events, use state and national regions.
FCCLA Planning Process Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Addresses a Specific Need	Address a specific and current child development issue, concern, or need.
Impacts Children Positively	Show how project has a positive impact on children and the <i>community</i> .
Applies Child Development Concepts	Correctly apply child development skills and knowledge gained through family and consumer sciences and/or related occupations program.
Ability of Participants to Work with Children	Show evidence of participants involved with children during the "ACT" step of the <i>planning process</i> .
Appearance	<i>Display</i> must be neat, legible, creative, <i>professional</i> , and use correct grammar and spelling.

Oral Presentation

The oral presentation of the project **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should summarize the project and *display*. The presentation may not be prerecorded. If audio or *audiovisual* recordings are used, they are limited to 1 minute playing time.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project activities and accomplishments.
Knowledge of Subject Matter	Show evidence of mastery of child development knowledge and skills by using current data to support and describe project.
Use of Display	Use <i>display</i> to support, illustrate, and complement project description during presentation.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of notes or note cards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the project. Questions are asked after the presentation.

STAR EVENTS POINT SUMMARY FORM

FOCUS ON CHILDREN

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *display* using the criteria and standards in the chart that follows. If there is a discrepancy in the *dimensions*, record in the comment section and notify event lead consultant to verify point deduction.
2. At the conclusion of the presentation, clip this form to the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
DISPLAY			
Free-Standing: not to exceed a space 48" deep x 60" wide x 72" high including <i>audiovisual equipment</i> . Table Top: not to exceed a space 30" deep x 48" wide x 48" high including <i>audiovisual equipment</i> .	Failure to follow dimension rules for <i>displays</i> will result in the loss of two points per inch up to 10 points. Information or <i>props</i> outside the <i>display dimensions</i> will be considered part of the <i>display</i> and subject to penalty. (e.g., table cloths, storing items below the table, etc.)		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.) Failure to follow specific event guidelines listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

_____ Adult Room Consultant _____ Event Lead Consultant _____

FOCUS ON CHILDREN RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
DISPLAY						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Addresses a Specific Need	Ⓐ ①	②	③	④	⑤	
Impacts Children Positively	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Applies Child Development Concepts	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
Ability of Participants to Work with Children	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
Appearance	Ⓐ ①	②	③	④	⑤	
ORAL PRESENTATION						
Organization	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Knowledge of Subject Matter	Ⓐ ①	②	③	④	⑤	
Use of Display	Ⓐ ①	②	③	④	⑤	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators' Questions	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator's Signature _____ Room Consultant Verification of Total Score _____

HOSPITALITY

Hospitality, an *individual* or *team event*, recognizes participants who demonstrate their ability to use knowledge and skills gained from their enrollment in a hospitality program. Participants must prepare a *portfolio*, an oral presentation, and a response to a case study.

EVENT CATEGORIES

Senior/Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may submit one entry in this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. Participants must be or have been enrolled in a hospitality program or unit of study (coursework for high school credit that concentrates in-class learning and/or on-the-job training in preparation for *employment*). Hospitality encompasses management, marketing, and operations in the following four career pathways: lodging; recreation, amusements, and attractions; restaurants and other food services; and travel and tourism. Students enrolled in a nationally recognized certificate program (e.g. Pro Start) are eligible to participate in the restaurants and other food services career pathway.
4. The Hospitality project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
5. The Hospitality project and all supporting materials must be planned, conducted, and prepared by the participant(s) only.

PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit a *portfolio* to the event lead consultant at the designated participation time.
2. The oral presentation **may be up to** 10 minutes in length. A one-minute warning will be given at 9 minutes. The participant will be stopped at 10 minutes.
3. Participants will then be given a written case study related to their project area. They will then have 10 minutes to prepare a response to the case study. During that time the room consultants and evaluators will review the *portfolio*.
4. Participants will have up to 5 minutes to present the case study response to the evaluators.
5. Following the case study presentation, evaluators will have 5 minutes to interview the participant(s).
6. Evaluators will use the rating sheet to score and write comments for participant(s). Then, evaluators will meet with participants to discuss strengths and suggestions for improvement.
7. The total time for this event is approximately 40 minutes.

GENERAL INFORMATION

1. A table will be provided. Participants may request or bring an easel. Equipment may be requested from the host institution, but may not be available. Participants should confirm equipment requests prior to STAR Events. If not available, participants must bring all necessary supplies and/or equipment.
2. Spectators may not observe any portion of this event. If circumstances allow, portfolios may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
3. *Visuals* other than the *portfolio* are not allowed.
4. *Stacking/overlapping* is not permitted in the *portfolio*.
5. Words in *italics* are defined in the glossary.
6. See Allowable Presentation Elements chart on page 9.

HOSPITALITY SPECIFICATIONS

Portfolio

The *portfolio* is a collection of materials used to document and illustrated the work of the project. Materials must be contained in an FCCLA STAR Events binder/notebook obtained from the national FCCLA emblematic supplier. A decorative and/or informative cover may be included on the outside of the notebook or binder. All materials, including the *divider pages* and tabs, must fit within the cover. The binder/notebook must contain no more than 43 pages: 1 *project identification page*, 1 *table of contents page*, 1 *planning process* summary page, 0-6 *divider pages*, and up to 34 *content pages*. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers; they must not include any other *content*. All pages must be one-sided only. All pages except *divider pages* must be 8½" x 11". *Stacking/overlapping* is not allowed in the *portfolio*. The *portfolio* will be turned in to the room consultant at the designated participation time.

Project Identification Page	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' names, chapter name, school, city, state, region and career pathway (lodging; recreation, amusements, and attractions; restaurants and other food services; travel and tourism). *For national STAR Events, use Central Region.
FCCLA Planning Process Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Self-Assessment Summary	One 8½" x 11" page that summarizes participant(s)' conclusions regarding selection of a hospitality career pathway (lodging; recreation, amusements, and attractions; restaurants and other food services; travel and tourism).
Hospitality Career Pathway	One 8½" x 11" page that summarizes up-to-date information about the selected career pathway, including career specialties in that pathway, description of entry-level and upper-level jobs, advancement opportunities, qualifications, job outlook, and salary ranges.
Customer Service/Customer Relations Concepts	Present a summary of research into key concepts of customer service and interpersonal relationship skills needed to meet customer expectations in the selected career pathway. (May include, but would not be limited to, any of the following: ethical principles, personal standards, and codes of conduct; roles and functions of communications in work settings; positive communication skills; barriers to communication; effective listening and feedback techniques; conflict resolution; verbal and non-verbal behaviors and attitudes; impact of communication technology; teamwork and leadership skills; strategies to motivate, encourage, and involve group members in a service philosophy; collaborative group leadership; and/or techniques that develop team and <i>community</i> spirit.)
Customer Service/Customer Relations Investigation	Show evidence of investigation of customer service/customer relations practices and challenges in at least two and no more than three industry settings. (May include interviews, surveys, direct observations of employees, management, and/or customers, etc.)
Customer Service/Customer Relations Guidelines	Use conclusions and recommendations to develop guidelines for improving customer service/customer relations and create a training manual that communicates these recommendations to employees in the selected career pathway. (May include, but not limited to, items such as employee training materials, guidelines for improving teamwork, and/or examples of handling customer complaints, etc.) All materials must be developed or adapted by the participants. Commercially prepared pictures and <i>graphics</i> may be incorporated into these materials, but materials may not be used in their entirety.
Works Cited/Bibliography	Use an organized, consistent format to cite all references in alphabetical order. Resources must be reliable and current.
Appearance	<i>Portfolio</i> must be neat, legible, <i>professional</i> , creative, and use correct grammar and spelling.

Oral Presentation

The oral presentation may be up to 10 minutes in length and is delivered to the evaluators. The presentation shall briefly describe self-assessment and selection of career pathway; describe research and industry investigation; and

present recommendations and guidelines for customer service/customer relations. The *portfolio* shall be used, and additional copies of the training manual portion of the *portfolio* may be furnished for the evaluators to use, during the oral presentation. No other *visuals* or *audiovisuals* are permitted.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
Knowledge of Subject Matter	Present current data and show evidence of knowledge of selected career.
Use of <i>Portfolio</i>	Utilize <i>portfolio</i> to describe all phases of project.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of notes or note cards if utilized.
Grammar and Pronunciation	Use proper grammar and pronunciation.

Case Study

Participants will be given a written case study to evaluate their ability to respond to customer service/customer relations challenges. The case study will be directly related to customer service/customer relations in the career pathway selected by the participants. The participant(s) will have 10 minutes to prepare a response and 5 minutes to present their response to the evaluators. Work will take place within the competition room with no spectators. No pre-written material is allowed, but blank note cards will be provided and may be used during the presentation of the response.

Knowledge of Subject	Show evidence of knowledge of subject.
Appropriate Solution(s)	Present solution(s) that are feasible and suitable for the situation.
Responses to Evaluator's Questions	Provide clear and concise answers to evaluator's questions regarding project. Questions are asked after the presentation.

STAR EVENTS POINT SUMMARY FORM HOSPITALITY

Name(s) of Participant(s) _____ Region _____

Category: ☐ Occupational Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *portfolio* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deduction.
2. At the conclusion of the presentation, clip this form to the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
PORTFOLIO			
0-6 <i>divider pages</i> Up to 34 <i>content</i> pages (one-sided only)	Failure to follow page rules for <i>portfolio</i> will result in the loss of two points per additional page, and/or page that does not follow rules for <i>stacking/overlapping</i> not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.) Failure to follow specific event guidelines listed in any other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

HOSPITALITY RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Occupational

Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
PORTFOLIO						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Self-Assessment Summary	Ⓐ ①	②	③	④	⑤	
Hospitality Career Pathway	Ⓐ ①	②	③	④	⑤	
Customer Service/Customer Relations Concepts	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Customer Service/Customer Relations Investigation	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Customer Service/Customer Relations Guidelines/Training Manual	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Works Cited/Bibliography	Ⓐ ①	②	③	④	⑤	
Appearance	Ⓐ ①	②	③	④	⑤	
ORAL PRESENTATION						
Organization	Ⓐ ①	②	③	④	⑤	
Use of Portfolio	Ⓐ ①	②	③	④	⑤	
Knowledge of Subject Matter	Ⓐ ①	②	③	④	⑤	
Voice and Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
CASE STUDY						
Knowledge of Subject Matter	Ⓐ ①	②	③	④	⑤	
Appropriate Solutions	Ⓐ ①	②	③	④	⑤	
Response to Evaluators' Questions	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator's Signature _____

Room Consultant Verification of Total Score _____

ILLUSTRATED TALK

Illustrated Talk, an *individual* or *team* event, recognizes participants who make an oral presentation about issues concerning family and consumer sciences and/or related occupations. Participants must prepare a *file folder*, an **oral presentation** and *visuals*.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Illustrated Talk project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Illustrated Talk project and all supporting materials must be planned, conducted, and prepared by the participant(s) only.

PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit a *file folder* with required documents to the event room consultant at the designated participation time.
2. Room consultants and evaluators will have 5 minutes to preview the *file folder* before the presentation begins.
3. Participants will have 5 minutes to set up for the event. Other persons may not assist.
4. The oral presentation **may be up to** 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes.
5. If audio recordings are used they are limited to 1 minute playing time during the presentation.
6. Following the presentation, evaluators will have 5 minutes to interview participants.
7. Evaluators will use the rating sheet to score and write comments for each participant. Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
8. The total time for this event is approximately 35 minutes.

GENERAL INFORMATION

1. A table will be provided. Participants may request or bring an easel. Equipment may be requested from the host institution, but may not be available. Participants should confirm equipment requests prior to STAR Events. If not available, participants must bring all necessary supplies and/or equipment. Wall space will not be available.
2. Electrical outlets must be requested through the STAR Events entry form. Extension cords and power strips are not provided.
3. Spectators may observe the presentation portion of this event if circumstances allow, per the discretion of the regional or state STAR Events coordinator.
4. The use of video recordings is not allowed in this event.
5. Words in *italics* are defined in the glossary.
6. See Allowable Presentation Elements chart on page 9.

ILLUSTRATED TALK SPECIFICATIONS

File Folder

Participants will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled in the top left corner with name of event, event category, participant's name, state and region. *For national STAR Events, use Central Region.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's names, school, city, state, region and title of Illustrated Talk. *For national STAR Events, use Central Region.
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and present the illustrated talk.
Outline of Presentation	Outline the presentation in no more than two pages.
Documentation of Three Prior Presentations of the Illustrated Talk to Different Audiences	Document three (only three) prior Illustrated Talk presentations, including date, location and proof of prior presentation, such as photos, news clippings and/or thank-you notes.
Works Cited/Bibliography	Use an organized, consistent format to cite all references in alphabetical order. Resources should be reliable and current.

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should deal with issues related to family and consumer sciences and how these issues can be addressed by FCCLA members. It is not a factual lecture or "how-to" presentation.

Introduction	Use creative methods to capture <i>audience</i> attention.
Relationship to Family and Consumer Sciences or Related Occupations	Reflect views and knowledge on issues of concern related to areas of family and consumer sciences and/or related occupations.
Knowledge of Subject Matter	Present current data and information to support viewpoints and issues of concern.
How FCCLA Members Can Address Concerns	Describe suggested methods or techniques FCCLA members can use to address the issues of concern.
Summary	Summarize major points and/or issues of concern.
Organization	Deliver oral presentation in an organized, sequential manner as outlined.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of <i>visuals</i> or note cards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the subject matter. Questions are asked after the presentation.

Visuals/Props

Visuals/props might include posters, charts, slides, transparencies, presentation software, puppets, etc. Audio recordings are limited to 1 minute playing time during the presentation. Video recordings are not permitted.

Effectively Illustrate Content	Support, illustrate and/or complement <i>content</i> of presentation.
Creativity	Use creative methods to illustrate presentation.
Appearance	Presentation aids must be visible to <i>audience</i> , neat, legible, <i>professional</i> , and use correct grammar and spelling.

STAR EVENTS POINT SUMMARY FORM

ILLUSTRATED TALK

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *file folder* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deduction.
2. At the conclusion of the presentation, clip this form to the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
FILE FOLDER			
One <i>file folder</i>	Failure of the <i>file folder</i> to be letter size and include the following information typed or written in the upper left corner: Name of STAR Event, category, participants name, state and region will result in the loss of two points.		
The folder must include three separately stapled identical sets of required information.	Failure to follow page rules or number of copies will result in the loss of two points per missing copy or additional page not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.)		
	Failure to follow specific event guidelines not listed in other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

ILLUSTRATED TALK RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
FILE FOLDER						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Outline of Presentation	Ⓐ ①	②	③	④	⑤	
Documentation of Three Prior Presentations	Ⓐ ①	②	③	④	⑤	
Works Cited/Bibliography	Ⓐ ①	②	③	④	⑤	
ORAL PRESENTATION						
Introduction	Ⓐ ①	②	③	④	⑤	
Relationship to Family and Consumer Sciences	Ⓐ ①	②	③	④	⑤	
Knowledge of Subject Matter	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
How FCCLA Members Can Address Concerns	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Summary	Ⓐ ①	②	③	④	⑤	
Organization	Ⓐ ①	②	③	④	⑤	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators' Questions	Ⓐ ①	②	③	④	⑤	
VISUALS						
Effectively Illustrate Content	Ⓐ ①	②	③	④	⑤	
Creativity	Ⓐ ①	②	③	④	⑤	
Appearance	Ⓐ ①	②	③	④	⑤	

Evaluator's Signature _____ Room Consultant Verification of Total Score _____ **Total Score** _____

IMPROMPTU SPEAKING

Impromptu Speaking, an *individual event*, recognizes participants for their ability to address a topic relating to FCCLA without prior preparation. The ability to express one's thoughts in an impromptu situation while maintaining poise, self-confidence, logical organization of point, and conversational speaking are important assets in *family*, career and *community* situations.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. An event category is determined by participants' previous or current enrollment in family and consumer sciences related course work and grade in school as of April 30 of the current school year.
4. Participants in this event may not be entered in any other STAR Event.

THIS IS A MISSOURI EVENT ONLY AND DOES NOT QUALIFY FOR PARTICIPATION IN NATIONAL STAR EVENTS.

PROCEDURES

1. Participants report to the event lead consultant at the designated room fifteen minutes prior to participation time.
2. At the designated preparation time, the participant will select a topic. The participant may see the three topics before choosing one to use. The same topics are used with each participant. The topics will relate to FCCLA purposes, activities, and/or current programs and topics.
3. Participants may not bring reference materials for use during the 10-minute preparation period.
4. One 4" x 6" card may be used during the preparation and performance. Information may be written on both sides of the note card. The note card must be left with the lead or room consultant at the conclusion of the speech.
5. A room consultant will introduce each participant. The participant will introduce the speech topic by title only.
6. Each speech should be 4 minutes in length. A 1-minute warning will be given at 3 minutes. Participants will be asked to stop at 4 minutes.
7. Evaluators will score and write comments for each entry and then spend a few minutes reviewing the strengths and areas for improvement of the presentation with the participant.
8. Total time required for participation in this event is approximately 25 minutes including preparation time, presentation, and meeting with evaluators.
9. Spectators may observe the presentation portion of this event if circumstances allow, per the discretion of the regional or state STAR Events coordinator.

EVALUATION AND AWARDS

Evaluators will complete a rating sheet on each participant immediately following the delivery of the speech. Medals will be awarded as follows:

Gold: 90 - 100 points

Silver: 70-89.99 points

Bronze: 1-69.99 points

Should a tie result for the state winner, the judges will rank the participants, with the rank of 1 being the highest.

IMPROMPTU SPEAKING

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
CONTENT OF TALK						
Introduction/purpose clearly stated	Ⓐ ①	②	③	④	⑤	
Relation to FCCLA purposes activities and/or current programs	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
Suitability and accuracy of statements	Ⓐ ①	②	③	④	⑤	
Projected knowledge of subject	Ⓐ ①	②	③	④	⑤	
Logical sequence of ideas	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Topic adequately developed and addressed	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
PRESENTATION STYLE						
Voice (pitch/tempo/volume)	Ⓐ ①	②	③	④	⑤	
Gestures/mannerisms/eye contact	Ⓐ ①	②	③	④	⑤	
Grammar/pronunciation	Ⓐ ①	②	③	④	⑤	
Sincerity of speech	Ⓐ ①	②	③	④	⑤	
Level of interest	Ⓐ ①	②	③	④	⑤	
Clearness of points	Ⓐ ①	②	③	④	⑤	
Creativity	Ⓐ ①	②	③	④	⑤	
Convincing	Ⓐ ①	②	③	④	⑤	
Conciseness of speech	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator's Signature _____ Room Consultant Verification of Total Score _____

_____ **Circle**

Rating Achieved

Gold: 90-100 Silver: 70-89.99 Bronze: 1-69.99

INTERPERSONAL COMMUNICATIONS

Interpersonal Communications, an *individual* or *team event*, recognizes participants who use family and consumer sciences and/or related occupations skills and apply communication techniques to develop a project designed to strengthen communication in a chosen category: *community*, *employment* relationships, *family*, *peer* groups or school groups. Participants must prepare a *file folder*, an **oral presentation**, and a **response to a related case study**.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Interpersonal Communications project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Interpersonal Communications project and all supporting materials must be planned, conducted, and prepared by the participant(s) only.

PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit a *file folder* with required documents to the event room consultant at the designated participation time.
2. Room consultants and evaluators will have 5 minutes to preview the *file folder* before the presentation begins.
3. Participants will have 5 minutes to set up for the event. Other persons may not assist.
4. The oral presentation **may be up to** 5 minutes in length. A one-minute warning will be given at 4 minutes. Participants will be stopped at 5 minutes.
5. Following the presentation, evaluators will have 5 minutes to interview participants.
6. Participants will then be given a written case study related to their project. They will have 10 minutes to prepare a response to the case study.
7. Participants will have up to 5 minutes to present the case study response to evaluators. Evaluators may ask questions after the response.
8. Evaluators will use the rating sheet to score and write comments for participant(s). Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
9. The total time for this event is approximately 50 minutes.

GENERAL INFORMATION

1. A table and blank note cards for the preparation of the case study response will be provided. Participant(s) must bring all other necessary supplies and/or equipment. Wall space will not be available.
2. Participant(s) may bring or request an easel.
3. Electrical outlets must be requested on the STAR Events entry form. Extension cords and power strips are not provided.
4. Spectators are not allowed to observe any portion of this event.
5. Only *visuals* that were used during the “ACT” step of the *planning process* for this project may be used during the oral presentation. Audio and/or *visual equipment* are **not** allowed in this event.
6. Words in *italics* are defined in the glossary.
7. See Allowable Presentation Elements chart on page 9.

INTERPERSONAL COMMUNICATIONS SPECIFICATIONS

File Folder

Participants will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled in the top left corner with name of event, category, participant's name(s), state and region. *For national STAR events, use state and national region.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name(s), school, city, state, region, project title, and chosen category of emphasis (i.e. <i>family</i> , <i>peer</i> groups, school groups, <i>community</i> , or <i>employment</i>). *For national STAR Events, use Central Region.
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; may also be described in the oral presentation.
Works Cited/ <i>Bibliography</i>	Use an organized, consistent format to cite all references in alphabetical order. Resources should be reliable and current.

Oral Presentation

The oral presentation **may be up to** 5 minutes in length and is delivered to evaluators. The presentation should describe the project in detail and discuss how communication techniques and methods such as verbal, nonverbal, written, active listening, one-on-one and/or conflict resolution were used. *Visuals* may be used during the oral presentation only if the *visuals* were actually used in the "ACT" step of the *planning process*. Audio and/or visual recordings are not permitted.

Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize the project.
Project Rationale Clearly Stated	Identify reason for implementing the project.
Used Appropriate Techniques	Show evidence of communication techniques and methods used in project, such as verbal, nonverbal, written, one-on-one, active listening and/or conflict resolution.
Evidence of Project Self-Evaluation	Determine and express the significance of the project and its outcome.
Impact on Interpersonal Communications; Accomplishments	Show how an area of interpersonal communications was strengthened through the project.
Relationship to FCCLA Purposes and FACS	Explain direct connection to the purposes of FCCLA and family and consumer sciences and/or related occupations.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of <i>visuals</i> and notes or note cards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.

Case Study

Participants will be given a written case study to evaluate their understanding of communication. The case study will relate to the area of the participant's project. Participants will have 10 minutes to prepare a response. The response may not exceed 5 minutes. Work will take place in a separate room with no spectators. No prewritten material is allowed, but blank note cards will be provided.

Knowledge of Communication Techniques	Show evidence of awareness of methods of strengthening communication and communication techniques.
Appropriate Solutions	Present solutions that are feasible and suitable for the situation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the project and case study response. Questions may be asked after the presentation and after the case study response

STAR EVENTS POINT SUMMARY FORM

INTERPERSONAL COMMUNICATIONS

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *file folder* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deduction.
2. At the conclusion of the presentation, clip this form to the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
FILE FOLDER			
One <i>file folder</i>	Failure of the <i>file folder</i> to be letter size and include the following information typed or written in the upper left corner: Name of STAR Event, category, participants name(s), state and region will result in the loss of two points.		
The folder must include three separately stapled identical sets of required information.	Failure to follow page rules or number of copies will result in the loss of two points per missing copy or additional page and/or page that does not follow the rules for stacking/overlapping not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.)		
	Failure to follow specific event guidelines listed in other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

INTERPERSONAL COMMUNICATIONS RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
FILE FOLDER						
Project Identification Page	Ⓐ ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	Ⓐ ①	②	③	④	⑤	
Works Cited/Bibliography	Ⓐ ①	②	③	④	⑤	
ORAL PRESENTATION						
Organization	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Project Rationale Clearly Stated	Ⓐ ①	②	③	④	⑤	
Used Appropriate Techniques	Ⓐ ① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮	
Evidence of Project Self-Evaluation	Ⓐ ①	②	③	④	⑤	
Impact on Interpersonal Communications	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Relationship to FCCLA Purposes and FACS	Ⓐ ①	②	③	④	⑤	
Voice	Ⓐ ①	②	③	④	⑤	
Body Language	Ⓐ ①	②	③	④	⑤	
Grammar and Pronunciation	Ⓐ ①	②	③	④	⑤	
CASE STUDY						
Knowledge of Communication Techniques	Ⓐ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Appropriate Solutions	Ⓐ ①	②	③	④	⑤	
Responses to Evaluators' Questions	Ⓐ ①	②	③	④	⑤	

Total Score _____

Evaluator's Signature _____ Room Consultant Verification of Total Score _____

Job Interview

Job Interview, an *individual event*, recognizes participants who use family and consumer sciences and/or related occupations skills to develop a *portfolio*, participate in an interview, and communicate a personal understanding of job requirements. Participants must prepare a *portfolio*, be prepared to fill out a **job application**, and express their communication skills and job knowledge through an **interview**.

EVENT CATEGORIES

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. A chapter may enter each category of this event.
2. Participation is open to any regional, state, and nationally affiliated FCCLA chapter member in grades 10-12. (December 20 postmark deadline for dues). State STAR Events participants must register for the State Leadership Conference.
3. The Job Interview project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The Job Interview project and all supporting materials must be planned, conducted, and prepared by the participant only. Exception: Letters of recommendation should not be the work of the participant.

PROCEDURES & TIME REQUIREMENTS

1. Each participant will submit a *portfolio* to the event room consultant at the designated participation time. At the designated time, the participant will have 15 minutes to fill out a job application.
2. Room consultants and evaluators will have 15 minutes to preview the *portfolio* before the interview begins. The evaluator will return the *portfolio* to the participant to use during the presentation.
3. The interview **may be up to** 20 minutes in length. A one-minute warning will be given at 19 minutes. The interview will be stopped at 20 minutes.
4. Evaluators will use the rating sheet to score and write comments for each participant. Then evaluators will meet with participant to discuss strengths and suggestions for improvement.
5. The total time required for this event is approximately 45 minutes.

GENERAL INFORMATION

1. A dictionary will be provided in the application room. Participants may only use a copy of their resume and letters of recommendation to fill out the job application.
2. Participants may use the *portfolio* during the interview process and answer questions about the *portfolio* at this time. No other materials may be used during the interview.
3. Spectators may not observe any portion of this event. If circumstances allow, portfolios may be available for viewing at a designated time, per the discretion of the regional or state STAR Events coordinator.
4. *Stacking/overlapping* is not allowed in the *portfolio*.
5. Participant must apply for a job that matches their current skills and relates to their career interests/goals.
6. *Costumes/uniforms* are not allowed.
7. Words in *italics* are defined in the glossary.
8. See Allowable Presentation Elements chart on page 9.

JOB INTERVIEW SPECIFICATIONS

Application

Participants will have 15 minutes to fill out a standard job application at the designated time.

Neat/Complete	Job application should be filled out in black or blue ink and be complete, accurate, neat, legible, <i>professional</i> and contain correct grammar and spelling.
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Portfolio

The *portfolio* is a collection of factual information that supports the job for which the participant is applying. Materials must be contained in an FCCLA STAR Events binder/notebook obtained from the national FCCLA emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover. The binder/notebook must contain no more than 33 pages: 1 *project identification page*, 1 table of contents page, 1 *planning process* summary page, 0-5 *divider pages* and no more than 25 *content* pages, including the documents listed below. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers; they must not include any other *content*. All pages must be one-sided only. All pages except *divider pages* must be 8½" x 11". *Stacking/overlapping* is not allowed in the *portfolio*. The *portfolio* will be turned in to the room consultant at the designated participation time.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations, must include participant's name, chapter name, school, city, state, region and job title desired. *For national STAR Events, use Central Region.
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Job Specification Sheet	Give name of employer, job title, short job description, required hours, and wages typically offered for this job.
Business Communication	Include cover letter, resume and two letters of recommendation (one from a school official, administrator, counselor or teacher and one from an employer or other <i>community</i> representative).
<i>School-Based Learning</i>	Describe <i>school-based learning</i> that enhances employability. Include a summary of school activities; career research projects; application of family and consumer sciences and/or related occupations, and their relationship to job; and an example of ability to communicate in written form.
<i>Work-Based Learning</i>	Describe <i>work-based learning</i> that enhances employability. Include career development planning; summaries of job shadowing, internships; apprenticeships, informational interviews or <i>community</i> service projects; and/or products developed during these experiences.
Examples of Special Skills	Include up to five examples of special skills, talents and/or abilities related to job and career goals. These may be in any format but must fit within the <i>dimensions</i> of the <i>portfolio</i> . Audio and/or video recordings may be included in the <i>portfolio</i> but will not be considered by the evaluators. Examples or samples of special skills will be identified as such and are considered <i>content pages</i> .
Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Interview

The interview **may be up to** 20 minutes in length and will be conducted by evaluators. Questions will pertain to participant's current skill level and the specific job for which they are applying. The *portfolio* should be used during the interview.

<i>Professional Appearance</i>	Attire and grooming suitable for specific job interview.
Communication Skills	Display effective verbal and nonverbal skills: clarity of expression, eye contact, good posture, friendly, poised and personable.
Knowledge of Job	Show evidence of how present skills relate to job, including family and consumer sciences and/or related occupations coursework, and evidence of knowledge of specific abilities needed to perform job.
Use of <i>Portfolio</i>	Use <i>portfolio</i> to support understanding of job and emphasize skills.

STAR EVENTS POINT SUMMARY FORM

JOB INTERVIEW

Name(s) of Participant(s) _____ Region _____

Category: ☐ Senior ☐ Occupational Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *portfolio* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deductions.
2. At the conclusion of the presentation, staple this form to the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
PORTFOLIO			
0-5 <i>divider pages</i> Up to 25 <i>content pages</i> (one-sided only)	Failure to follow page rules for portfolio will result in the loss of two points per additional page and/or page that does not follow the rules for <i>stacking/overlapping</i> not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.) Failure to follow specific event guidelines listed in other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____
Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

JOB INTERVIEW RATING SHEET

Name of Participant _____ Region _____

Category: ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
APPLICATION						
Neat/Complete	Ⓐ Ⓑ Ⓒ	Ⓓ Ⓔ	Ⓕ Ⓖ	Ⓗ Ⓘ	Ⓢ Ⓣ	
PORTFOLIO						
Project Identification Page	Ⓐ Ⓑ	Ⓒ	Ⓓ	Ⓔ	Ⓢ	
FCCLA Planning Process Summary Page	Ⓐ Ⓑ	Ⓒ	Ⓓ	Ⓔ	Ⓢ	
Job Specification Sheet	Ⓐ Ⓑ	Ⓒ	Ⓓ	Ⓔ	Ⓢ	
Business Communication	Ⓐ Ⓑ	Ⓒ	Ⓓ	Ⓔ	Ⓢ	
School-Based Learning	Ⓐ Ⓑ	Ⓒ	Ⓓ	Ⓔ	Ⓢ	
Work-Based Learning	Ⓐ Ⓑ	Ⓒ	Ⓓ	Ⓔ	Ⓢ	
Examples of Special Skills	Ⓐ Ⓑ	Ⓒ	Ⓓ	Ⓔ	Ⓢ	
Appearance	Ⓐ Ⓑ	Ⓒ	Ⓓ	Ⓔ	Ⓢ	
INTERVIEW						
Professional Appearance	Ⓐ Ⓑ Ⓒ	Ⓓ Ⓔ	Ⓕ Ⓖ	Ⓗ Ⓘ	Ⓢ Ⓣ	
Communication Skills	Ⓐ Ⓑ Ⓒ Ⓓ	Ⓔ Ⓕ Ⓖ	Ⓗ Ⓘ Ⓙ	Ⓢ Ⓣ Ⓤ	Ⓥ Ⓦ Ⓧ	
Knowledge of Job	Ⓐ Ⓑ Ⓒ Ⓓ	Ⓔ Ⓕ Ⓖ	Ⓗ Ⓘ Ⓙ	Ⓢ Ⓣ Ⓤ	Ⓥ Ⓦ Ⓧ	
Use of Portfolio	Ⓐ Ⓑ Ⓒ	Ⓓ Ⓔ	Ⓕ Ⓖ	Ⓗ Ⓘ	Ⓢ Ⓣ	

Total Score _____

Evaluator's Signature _____ Room Consultant Verification of Total Score _____

NATIONAL PROGRAMS IN ACTION

National Programs in Action, an *individual* or *team event*, recognizes participants who explain how the *planning process* was used to plan and implement a *national program* project. Participants must prepare a *file folder*, an **oral presentation**, and *visuals*.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

1. Chapters may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA chapter member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The National Programs in Action project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Meeting.
4. The National Programs in Action project and all supporting materials must be planned, conducted and prepared by the participants only.

PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit a *file folder* with required documents to the event room consultant at the designated participation time.
2. Room consultants and evaluators will have 5 minutes to preview the *file folder* before the presentation begins.
3. Participant(s) will have 5 minutes to set up for the event. Other persons may not assist.
4. The oral presentation **may be up to** 15 minutes in length. A one-minute warning will be given at 14 minutes. Participant(s) will be stopped at 15 minutes.
5. If audio or audiovisual recordings are used, they are limited to 1 minute playing time during the presentation.
6. Following the presentation, evaluators will have 5 minutes to interview the participant(s).
7. Evaluators will use the rating sheet to score and write comments for participant(s). Then evaluators will meet with participants to discuss strengths and suggestions for improvement.
8. The total time required for this event is approximately 40 minutes.

GENERAL INFORMATION

1. FCCLA national programs include all current national programs except STAR Events.
2. A table will be provided. Participant(s) may request or bring an easel. Equipment may be requested from the host institution, but may not be available. Participants should confirm equipment requests prior to STAR Events. If not available, participants must bring all other necessary supplies and/or equipment. Wall space will not be available.
3. Electrical outlets must be requested through the STAR Events entry form. Extension cords and power strips are not provided.
4. Spectators may observe the presentation portion of this event if circumstances allow, per the discretion of the regional or state STAR Events coordinator.
5. Words in *italics* are defined in the glossary.
6. See Allowable Presentation Elements chart on page 9.

NATIONAL PROGRAMS IN ACTION SPECIFICATIONS

File Folder

Participants will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled in the top left corner with name of event, category, participant's name(s), state, and region. *For national STAR Events use Central Region.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decoration, must include participant's name(s), chapter name, school, city, state, region, project title and name of the <i>national program</i> on which the project focuses. *For national STAR Events, use Central Region.
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project.

Oral Presentation

The oral presentation **may be up to** 15 minutes in length and is delivered to evaluators. The presentation should deal with how each step of the *planning process* was used to plan and implement a *national program* project.

Identify Concerns: Relationship to <i>National Program</i>	Explain local concerns and how the <i>national program</i> addresses the concerns.
Identify Concerns: Knowledge of <i>National Program</i>	Review <i>national program</i> selected, its components and its goals.
Set a Goal: Structure	State what you want to accomplish in concrete and measurable terms.
Set a Goal: Appropriateness	Express how goal relates to <i>national program</i> concerns and to the size and demographic nature of chapter and <i>community</i> to which members belong.
Form a Plan: Organization	Present plan in the chronological sequence in which it was accomplished.
Form a Plan: Who, What, When, Where, How	Determine who, what, when, where and how; list abilities, skills and knowledge required; list available resources; identify possible barriers; include ways to recognize accomplishments.
Act: Action Taken on Plan	Explain how plan was carried out. Show specific steps used to complete project.
Follow Up: Publicity and Recognition	Share methods of publicizing project efforts and recognizing participants.
Follow Up: Evaluation Tools	Present methods of evaluating project. Include successes and areas of possible improvement.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of visuals and notes or note cards if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding subject matter. Questions are asked after the presentation.

Visuals

Participants may use any combination of *props*, materials, supplies, and/or equipment to demonstrate how to carry out their project. If audio or audiovisual recordings are used, they are limited to a 1-minute playing time during the presentation.

Effectively Illustrate <i>Content</i>	Support, illustrate and/or complement <i>content</i> of presentation.
Appearance	Presentation aids must be visible to the <i>audience</i> , neat, legible, <i>professional</i> , and creative and use correct grammar and spelling.

STAR EVENTS POINT SUMMARY FORM

NATIONAL PROGRAMS IN ACTION

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

Directions:

1. Before student presentation, room consultant must check participant's *file folder* using the criteria and standards in the chart that follows. If there is a discrepancy **under or over** the required number of items, record in the comment section and notify event lead consultant to verify point deductions.
2. At the conclusion of the presentation, clip this form to the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
FILE FOLDER			
One <i>file folder</i> The folder must include three separately stapled identical sets of required information.	Failure of the <i>file folder</i> to be letter size and include the following information typed or written in the upper left corner: Name of event, category, participant's name(s), state and region will result in the loss of two points. Failure to follow page rules or number of document sets will result in the loss of two points per identical set, not to exceed 10 points.		
ADDITIONAL CRITERIA			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.) Failure to follow specific event guidelines not listed in other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

NATIONAL PROGRAMS IN ACTION RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the “Score” column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
FILE FOLDER						
Project Identification Page	① ①	②	③	④	⑤	
FCCLA Planning Process Summary Page	③ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
ORAL PRESENTATION						
Identify Concerns: Relationship to National Program	③ ①	②	③	④	⑤	
Identify Concerns: Knowledge of National Program	③ ①	②	③	④	⑤	
Set a Goal: Structure	③ ①	②	③	④	⑤	
Set a Goal: Appropriateness	③ ①	②	③	④	⑤	
Form a Plan: Organization	③ ①	②	③	④	⑤	
Form a Plan: Who, What, When, Where, How	③ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Act: Action Taken on Plan	③ ① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩	
Follow Up: Publicity and Recognition	③ ①	②	③	④	⑤	
Follow Up: Evaluation Tools	③ ①	②	③	④	⑤	
Voice	③ ①	②	③	④	⑤	
Body Language	③ ①	②	③	④	⑤	
Grammar and Pronunciation	③ ①	②	③	④	⑤	
Responses to Evaluators' Questions	③ ①	②	③	④	⑤	
VISUALS						
Effectively Illustrate Content	③ ①	②	③	④	⑤	
Appearance	③ ①	②	③	④	⑤	

Total Score _____

Evaluator's Signature _____ Room Consultant Verification of Total Score _____

Parliamentary Procedure

Parliamentary Procedure, a *team event*, recognizes chapters that develop a working knowledge of parliamentary law and the ability to conduct an FCCLA business meeting. Participants must present a **demonstration meeting** using provided planning materials and prepare **minutes** of the meeting.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

See pages 8 and 20 for more information on event categories and number of entries per chapter.

ELIGIBILITY

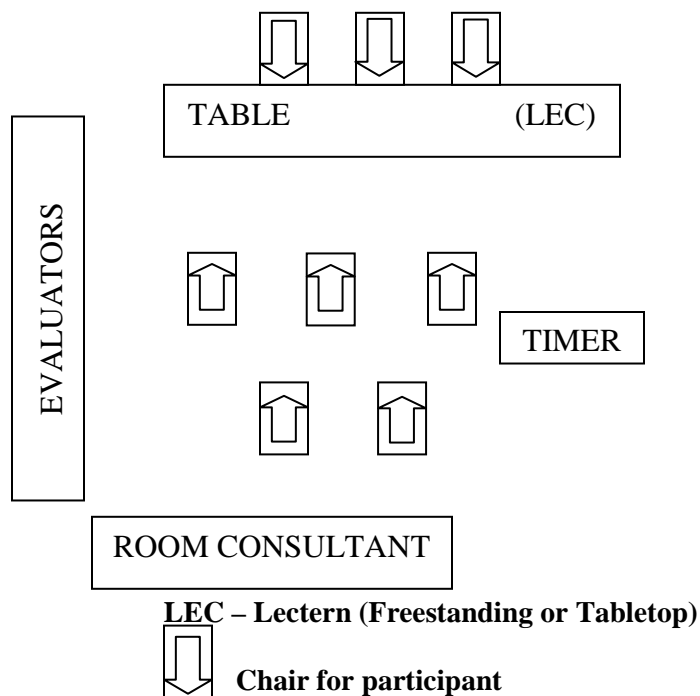
1. A chapter may enter each category of this event.
2. Participation is open to any regional, state and nationally affiliated FCCLA member (December 20 postmark deadline). State STAR Events participants must register for the State Leadership Conference.
3. The Parliamentary Procedure presentation and all supporting materials must be planned, conducted, and prepared by the participants only.
4. The Parliamentary Procedure *team* will consist of four to eight members including a president who will serve as the chair, a secretary, a treasurer and up to five others who will serve as chapter members. The chair will designate the members of the *team* who will serve as secretary and treasurer.

PROCEDURES & TIME REQUIREMENTS

1. At the designated time, participants will report to the planning room where they will be given one copy of each of the following: a skeleton agenda, minutes from a previous meeting, treasurer's report, two topics of new business and a copy of the **Robert's Rules of Order Newly Revised 10th Edition**. Possible topics of new business include, but are not limited to, the following: plans to increase chapter membership, fundraising ideas for local chapter, public relations or promotional projects, *community service projects* and participation in state and FCCLA *national programs*.
2. Participants will have 15 minutes to prepare for the meeting.
3. Participants will move to a demonstration room to present. The demonstrated meeting **may be up to 20** minutes in length (rap of gavel for FCCLA Opening Ceremonies to final gavel rap of FCCLA Closing Ceremonies). A five-minute and a one-minute warning will be given. Participants will be stopped at 20 minutes.
4. Following adjournment of the meeting the secretary will turn in the secretary's records and the evaluators will have 10 minutes to question the participants on the meeting and basic principles of parliamentary law.
5. Evaluators will use the rating sheet to score and write comments for participants. Then evaluators will meet with the *team* to discuss strengths and suggestions for improvement.
6. The total time required for this event is approximately one hour.

GENERAL INFORMATION

1. A table and eight chairs, as well as the planning packet consisting of agenda, secretary report/minutes, blank secretary's record, and treasurer's report, will be provided. Participants must bring a gavel, blank paper, and pencils for taking notes.
2. The *team* enters the demonstration room and is seated. Tables may not be moved; chairs must face the evaluators.



3. Prepared scripts are not allowed. Participants will be allowed to use notes that were prepared during the planning time and pertain to information received during planning time. Acceptable notes include committee reports and main motions. Notes regarding incidental and subsidiary motions are not allowed.
4. Use of computers is not allowed in any phase of this competition.
5. **Robert's Rules of Order Newly Revised 10th Edition** will be used as the authority for this event.
6. Spectators may observe the meeting portion of this event if circumstances allow, per the discretion of the regional or state STAR Events coordinator.
7. Words in *italics* are defined in the glossary.
8. See Allowable Presentation Elements chart on page 9.

PARLIAMENTARY PROCEDURE SPECIFICATIONS

Demonstrated Meeting

The demonstrated meeting **may be up to** 20 minutes in length and is presented to evaluators. The demonstrated meeting should show the participants' knowledge of parliamentary law and their ability to perform designated skills and should follow the agenda given during the preparation time.

Proper Use of Parliamentary Law	Use parliamentary law according to <u>Robert's Rules of Order Newly Revised 10th Edition.</u>
Proper Recognition of Chair and All Members	Use proper procedure when addressing chair or members.
Coverage of Agenda	Address all agenda items properly, Items on agenda should include FCCLA opening ceremony, call to order, previous meeting minutes, treasurer's report, committee report(s), unfinished business/general orders, new business, FCCLA closing ceremony and adjournment.
Main Motion	Demonstrate each ability correctly, in a proper sequence, and at an appropriate time during the meeting.
Amend a Motion	
Amend an Amendment	
Rise to a Point of Order	
Call Division of the Assembly	
Call for Previous Question	
Rise to a Point of Information	
Postpone to a Certain Time	
Refer to a Committee	
Clarity of Express and Voice	State ideas and comments completely; use appropriate grammar, pronunciation, pitch, tempo and volume. Discussion should flow naturally from one item on agenda to the next.
Poise	<i>Team</i> conducts itself in appropriate, <i>professional</i> and <i>poised</i> manner.
Impartiality of Presiding Officer	Presiding officer uses entire <i>team</i> and their ideas.
<i>Team</i> Participation	Active participation by all members during opening and closing ceremonies and discussion (except the secretary).
Responses to Evaluators' Questions	Provide accurate, clear and concise answers to evaluators' questions regarding the subject matter. Questions are asked after the demonstrated meeting.

Secretary's Records/Minutes

Secretary's records or minutes of the demonstrated meeting will be taken by the secretary during the meeting on the provided form. The record will be presented to the evaluators immediately following adjournment of the meeting. The secretary's record may not be rewritten after the meeting; it will be not evaluated as final minutes. The record will be evaluated for coverage of all meeting activities.

STAR EVENTS POINT SUMMARY FORM

PARLIAMENTARY PROCEDURE

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

Directions:

1. At the conclusion of the presentation, clip this form to the completed rating sheets.

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ **divided by number of evaluators = Average Score** _____

CRITERIA	STANDARDS AND PENALTY POINTS	POINT DEDUCTION	RECORD & COMMENTS
REGISTRATION			
	Failure to attend participant registration will result in the loss of 5 points per individual. (Not applicable to state STAR Events.)		
ADDITIONAL CRITERIA			
	Failure to follow specific event guidelines not listed in other criteria may result in additional point deductions, not to exceed 10 points.		
	Total Deduction Maximum of 10 points		

Final Score: _____

Average Score minus point deduction(s)

Rating achieved (circle one) Gold: 90-100 Silver: 70 – 89.99 Bronze: 1-69.99

Verification of final score and rating (please initial) Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____

Adult Room Consultant _____ Event Lead Consultant _____

PARLIAMENTARY PROCEDURE RATING SHEET

Name(s) of Participant(s) _____ Region _____

Category: ☐ Junior ☐ Senior ☐ Occupational Chapter _____

INSTRUCTIONS: Fill in the correct score bubble. Write the appropriate rating in the "Score" column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvement. Record total points. Verify point total, and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score
DEMONSTRATED MEETING						
Proper Use of Parliamentary Law	Ⓐ Ⓑ Ⓒ	Ⓓ Ⓔ	Ⓕ Ⓖ	Ⓗ Ⓘ	Ⓢ Ⓣ	
Proper Recognition of Chair and All Members	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Coverage of Agenda	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Main Motion	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Amend a Motion	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Amend an Amendment	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Rise to a Point of Order	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Call Division of the Assembly	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Call for Previous Question	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Rise to a Point of Information	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Postpone to a Certain Time	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Refer to Committee	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Clarity of Expression and Voice	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Poise	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Impartiality of Presiding Officer	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
Team Participation	Ⓐ Ⓑ Ⓒ	Ⓓ Ⓔ	Ⓕ Ⓖ	Ⓗ Ⓘ	Ⓢ Ⓣ	
Responses to Evaluators' Questions	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	
SECRETARY'S RECORDS						
Secretary's Records	Ⓐ Ⓑ	Ⓓ	Ⓕ	Ⓗ	Ⓢ	

Total Score _____

Evaluator's Signature _____ Room Consultant Verification of Total Score _____

FCCLA OPENING CEREMONY

President:

Gives a rap with the gavel signaling the officers and members to stand and begins the meeting by stating, "We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through family and consumer sciences education."

Officers:

"Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and vocational preparation."

Members:

"As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership and give service."

President:

"This meeting of the _____ Chapter of Family, Career and Community Leaders of America is now in session. You may be seated."

BRIEF FCCLA OPENING CEREMONY

The following is a short alternative opening ceremony.

President:

Gives a rap with the gavel signaling the officers and members to stand then begins the meeting by stating, "We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and vocational preparation. This meeting of the _____ Chapter of Family, Career and Community Leaders of America is now in session. You may be seated."

FCCLA CLOSING CEREMONY

President:

“Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed.”

Members: (Repeat Creed)

CREED

*We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.
For we have the clear consciousness of seeking old and precious values,
For we are the builders of homes,
Homes for America's future,
Homes where living will be the expression of everything that is good and fair,
Homes where truth and love and security and faith will be realities, not dreams.*

*We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.*

President:

“This meeting of the _____ Chapter of Family, Career and Community Leaders of America is now adjourned.” (Raps gavel.)

BRIEF FCCLA CLOSING CEREMONY

The following is a short alternative closing ceremony.

President:

“Members, please stand. FCCLA members are challenged to make a difference in the world by making decisions daily to assume responsibilities in their personal growth, family life, community involvement and career and technical education. This meeting of Family, Career and Community Leaders of America is now adjourned.” (Raps gavel.)

FCCLA SECRETARY'S RECORD

Chapter Name _____ Presiding Officer _____

of members present _____ Date _____ Time _____ Place _____

Opening Ceremony ☐ YES ☐ NO Quorum present ☐ YES ☐ NO

Minutes of the previous meeting were read ☐ YES ☐ NO Approved ☐ YES ☐ NO

Corrections ☐ YES ☐ NO Notes: _____

Treasurer's report ☐ YES ☐ NO attached ☐ Filed for audit ☐ YES ☐ NO Balance on hand _____

Reports, Motions, Etc.	Motion by	Second	Results, Actions
------------------------	-----------	--------	------------------

Committee Report Written Reports attached ☐

Unfinished Business

New Business

Meeting adjourned at _____

Submitted by _____

Closing Ceremony ☐ YES ☐ NO

Position held _____

Section 5

Resources

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The FCCLA Planning Process for Individual and Team Action

The *planning process* is a decision-making tool that supports the organization's overall philosophy about youth-centered leadership and personal growth. It can be used to determine group action in a chapter or class or to plan individual projects.



Identify Concerns

The circle represents a continuous flow of ideas and has no beginning or end. As a target, it symbolizes zeroing in on the one idea around which you would like to build a project.

- Brainstorm to generate ideas, or state the activity or problem you want to address if already determined
- Evaluate your list and narrow it down to a workable idea or project that interests and concerns the majority or all of your members.



Set a Goal

The arrow stands for deciding which direction you will take. It points towards the goal or end result.

- Get a clear mental picture of what you want to accomplish and write your ideas down as your goal.
- Make sure your goal is one that can be achieved and evaluated.
- Consider resources available to you.



Form a Plan

The square represents the coming together of ideas – the who, what, where, when and how of your plan.

- Decide what needs to be done to reach your goal.
- Figure out the who, what, where, when and how.
- List the abilities, skills and knowledge required on your part.
- List other available resources, such as people, places, publications and funds.
- Make a workable timetable to keep track of your progress.
- List possible barriers you might face and develop plans if necessary.
- Decide ways to recognize your accomplishments along the way.



Act

The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting on the plan.

- Carry out your group or individual plan.
- Use *family* and *community* members, advisors, committees, task forces and advisory groups when needed.



Follow Up

The broken squares suggest examining the project piece by piece. This symbol also represents a “window” through which to review and evaluate the plan.

- Determine if your goal was met.
- List ways you would improve your project or plan for future reference.
- Share and publicize your efforts with others, including the media if appropriate.
- Recognize members and thank people involved with your project.

Family, Career and Community Leaders of America

Planning Process Summary Page

Identify Concerns



Set a Goal



Form a Plan (WHO, WHAT, WHEN, WHERE, HOW, COST, RESOURCES, AND EVALUATION)



Act



Follow Up



STAR EVENTS GLOSSARY

The STAR Events glossary was developed to help clarify some of the questions about terms in the *Missouri STAR Events Manual, Revised 2003*. Be sure you understand the rules for your event. For national STAR Events make certain you are following the national rules, found in the *National FCCLA STAR Events Manual*.

Applied Academics - The use of knowledge from general course work (communication, math, science, social science) in projects related to family and consumer sciences.

Audience - A group of spectators, listeners or readers of a work, program or performance.

Audio equipment- Equipment used for the broadcasting of sound (e.g., compact disc, cassette player, etc.).

Audiovisual equipment – Aids that use both sight and sound to present information (e.g., television, video cassette recorder, LCD projector, etc.)

Bibliography - A list of sources of information in an organized, consistent format on a given subject, period, etc.; a list of books, articles, software, etc., used or referred to by an author.

Campaign - Activities to achieve a specific objective.

Community - A group of people living in the same locality and under the same governance; the region in which one lives (i.e., *family*, school, *peers*, town, city, *employment*, etc.).

Comprehensive student– Students enrolled in general courses in a family and consumer sciences program.

Content – The subject or ideas contained in something written, said, or represented.

Content pages - Pages of a *manual*, business plan or *portfolio* that contain information about the project; one side of page only with no *stacking/overlapping*.

Costumes/Uniform – Clothing of a distinctive design or fashion worn by members of a particular group and serving as a means of identification.

Creative thinking - The ability to generate new ideas.

Critical thinking - The ability to use communication and problem-solving skills effectively to direct, monitor and evaluate.

Dimensions - The stated or required size of a *display*, *manual*, *portfolio* or container (i.e., measurements, number of pages, etc.). The measured *dimensions* include all items that are a part of the *display*, *manual*, *portfolio* or container (tablecloths, audiovisuals, *props*, equipment, moving parts, etc.). Examples include but are not limited to: tablecloths placed under a *display*; a *display* with one or more panel(s) when the panels are extended and storage of items under or around *display* table.

Display - An arrangement of material that includes but is not limited to photos, project samples, etc., used to showcase a chapter's service project, program of work, or Focus on Children project and is

contained within a specified area that includes all materials, *visuals* and *audiovisual equipment* to be used for the presentation.

Divider pages - Pages of a *manual* or *portfolio* that separate sections and do not contain *content*, but may include *graphic* elements, titles, logos, theme decorations, page numbers and/or table of *contents* for a section.

Employment - The work in which one is engaged, an activity to which one devotes time; may or may not include wages.

Family - Two or more persons, sometimes living under one roof, who nurture and support one another physically and emotionally, share resources, share responsibility for decisions, share values and goals and have commitment to one another; environment created by caring people-regardless of blood, legal ties, adoption or marriage-where individuals learn to be productive members of society; a context for discovery where one can comfortably accept challenges, make mistakes, have successes, be self-expressive and grow as an individual.

File folder - A letter size folder 8½" x 11" with one fold on lower horizontal edge and open on the other 3 sides and that has a tab at the top or may be straight cut. Within the *file folder*, each set of materials should be stapled separately.

Flip chart - A chart consisting of sheets hinged on one side that can be flipped over to present information sequentially.

Graphic – a picture, border, map, or graph used for illustration or demonstration.

Hard copy - Readable printed copy of the output of a machine, such as a computer.

In-depth service project - A detailed project that addresses one specific interest, concern or need.

Individual event – An event completed by one individual.

Lesson Plan – A set of plans for teaching a concept that includes objective(s), plan of action, time schedule, resources, supplies, equipment and evaluation process.

Manual - An arrangement of materials in an FCCLA scrapbook containing information about an in-depth chapter service project or chapter program of work that may include, but is not limited to, pictures, news clippings and program booklets.

National Programs – Frameworks for FCCLA Action that encourage members to enhance their personal growth and build leadership skills. For a list of *national programs*, refer to page 3.

Occupational student – An *occupational student* is one who has completed or is currently taking a concentrated program that prepares individuals for paid *employment*.

Overlapping – see stacking.

Peer - A person who is equal to another in a particular category such as ability, age, rank and/or qualifications.

Peer education - To provide with information, teach or instruct a person or group equal in ability, age, rank and/or qualifications (e.g., teens teaching teens).

Plain paper – 8½” x 11” paper with no *graphics* or design. Paper may be any color.

Planning process - A five-step method (identify concerns, set a goal, form a plan, act and follow-up) to help FCCLA chapter members and advisors plan individual, group or chapter activities.

Pointer – See *prop*. Laser *pointers* are not allowed.

Portfolio - A record/collection of a person's work organized in a format that best suits the project and meets the requirements of the event.

Problem solving - The ability to recognize problems and devise and implement plans of action to solve the problems.

Professional – Worthy of the high standards of a profession.

Project identification page - A page at the front of a document containing headings specifically called for by event rules.

Prop - An object used to enhance a theme or presentation (e.g., book, puppet, *pointer*, etc.) that does not include visual, or audiovisuals or *costumes/uniforms*. Live objects are not allowed.

School-based learning - Knowledge obtained through school curriculum and *community* service projects/activities that enhances a student's ability to work in a specific occupation.

School relationships - Relationships within an educational institution (e.g., student to student, student to educator, student to organization, etc.).

Skit - A short, rehearsed, theatrical sketch that could include interaction with others (also called role play).

Sound business practices – Practices that are *comprehensive*, ethical, realistic and profitable.

Stacking/Overlapping – Placing more than one piece of paper, program or catalog on a page so when the page is fully extended it covers another document on that page. If this occurs it is counted as two or more *content* pages. Participants may avoid *stacking/overlapping* penalties by gluing or laminating items or sealing sheet protectors.

Team – A *team* may be composed of one, two or three participants from the same chapter and/or school with the following exceptions: the Parliamentary Procedure *team* may have four to eight participants from the same chapter and/or school. Culinary Arts participants will consist of three participants from different schools and chapters.

Team event – An event that can be completed by an entire chapter but may be presented by a *team* of one, two, or three members.

Technology - A method, system or process for handling a specific, technical problem.

Uniform – See costume.

Visual Equipment – Equipment used for visual projection without sound (e.g., projectors, VCRs, LCD projector).

Visuals - Posters, puppets, charts, slides, transparencies, presentation software, etc.

Work-based learning - Knowledge obtained through job shadowing, informational interviews or career research projects that enhance a specific *occupational* area.

ADDITIONAL RESOURCES

- *The Adviser Newsletter*
- *The Essential Guide and Toolkit for FCCLA in the Classroom*
- Current National Program Handbooks and Cd-ROMs
- *FCCLA Chapter Handbook*
- *FCCLA Information Sheet*
- *FCCLA Publication Catalog*
- *Teen Times*
- 1-800-NFO-TOGO (1-800-636-8646) Fax-on-Demand
- FCCLA Web Site (www.fcclainc.org)
- Missouri FCCLA Web Site (www.dese.mo.gov/divvoted/fccla.htm)
- Library
- Magazines
- Newspapers
- Books
- State Advisor
- Chapter Advisor
- School Personnel
- Other Youth Groups
- School Counselor
- Professionals in Subject Area
- Peers
- Family

Missouri Family, Career and Community Leaders of America
Missouri Department of Elementary & Secondary Education
PO Box 480
Jefferson City, MO 65102
573/751-7964
www.dese.mo.gov/divvoted/fccla.htm

Family, Career and Community Leaders of America
1910 Association Drive
Reston, VA 20191-1584
703/476-4900
FAX: 703/860-2713
E-mail: natlhdqtrs@fcclainc.org
www.fcclainc.org
Fax-On-Demand: 1-800-NFO TOGO

Section 6

EVENT ENTRY FORMS

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INSTRUCTIONS FOR COMPLETING ENTRY FORMS

1. The STAR Events entry forms in this document are to be used for both regional/district and state STAR Events.
2. Attach membership verification to EACH form. A copy of the official affiliation form verifying date that dues were paid to the state FCCLA office. **Participants must have paid regional, state and national dues, postmarked by December 20.** HIGHLIGHT the name of each participant on the membership roster.
3. TYPE the entry from to avoid misspelling of participant's names.
4. An event category is determined by the participant's current or previous enrollment in family and consumer sciences course work and grade in school during the school year preceding the National Leadership Meeting.

Event categories are defined as:

Junior – FCCLA chapter members through grade 9; and who are identified as *comprehensive* or *occupational* members on the affiliation form.

Senior – FCCLA chapter members in grades 10-12; and who are identified as *comprehensive* members on the affiliation form.

Occupational – FCCLA chapter members who have been or are currently enrolled in *occupational* family and consumer sciences related course work, grades 10-12, and are identified as occupational members on the affiliation form.

5. A *team* composed of both junior (through grade 9) *comprehensive* or *occupational* and senior (grades 10-12) *comprehensive* members must enter the senior category.
6. A *team* composed of both senior (grades 10-12) *comprehensive* and *occupational* (grades 10-12) members must enter the senior category.
7. A *team* composed of both junior (through grade 9) and *occupational* (grades 10-12) members must enter the senior category.
8. Any change in membership status must be reported by the December 20 deadline.
9. No project can be entered in more than one category of a single event, or in more than one event. However, projects entered in any event may be included in the Chapter Showcase event.
10. Complete the Chapter's Summary Sheet of Entries and include the appropriate STAR Events fees. As STAR Events fees may vary throughout the regions, the Chapter Summary Sheet of Entries will be sent from the regional/district STAR Events coordinator and is not included in this manual.
11. Return the entry form for regional/district STAR Events as directed by the regional/district STAR Events coordinator. By February 15, the regional/district STAR Events coordinator will forward the entries of the top gold winners indicating State STAR Events participation to the state office. The completion of additional entry forms will not be necessary. State STAR Events participants will have additional information mailed to them prior to State STAR Events.

RETURN ENTRY FORMS FOR REGIONAL/DISTRICT STAR EVENTS AS DIRECTED BY THE REGIONAL/DISTRICT STAR EVENTS COORDINATOR, FOLLOWING THEIR INSTRUCTIONS AND DEADLINES!

APPLIED TECHNOLOGY – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

Title of Project _____

1. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address: _____

A table will be provided. Wall space is not available.

☐ Please provide equipment (if available) -

☐ Overhead Projector

☐ Screen

☐ Easel

☐ Electric Outlet

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

CAREER INVESTIGATION – ENTRY FORM

☐ Junior

☐ Senior

Chapter ID _____ Region _____

Chapter Name _____

Career Investigated _____

Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

A table will be provided.

☐ Please provide equipment (if available) -

☐ Easel

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

CHAPTER SERVICE PROJECT (DISPLAY) – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

Title of Project _____

1. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address: _____

Type of Display: ☐ Freestanding ☐ Table top

Check item if needed: ☐ Table ☐ Electrical Outlet

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

CHAPTER SERVICE PROJECT (MANUAL) – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

Title of Project _____

1. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address: _____

A table will be provided.

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

CHAPTER SHOWCASE (DISPLAY) – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

Title of Project _____

1. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

Type of Display: ☐ Freestanding ☐ Table top

Check item if needed: ☐ Table ☐ Electrical Outlet

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

CHAPTER SHOWCASE (MANUAL) – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

Title of Project _____

1. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

A table will be provided.

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

CULINARY ARTS – ENTRY FORM

Occupational Members ONLY

Chapter ID _____ **Region** _____

Chapter Name _____

1. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

Check all that apply: ☐ Enrolled in occupational culinary arts/food service training program
☐ Enrolled in nationally recognized culinary arts/food service certification program

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

Check all that apply: ☐ Enrolled in occupational culinary arts/food service training program
☐ Enrolled in nationally recognized culinary arts/food service certification program

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

Check all that apply: ☐ Enrolled in occupational culinary arts/food service training program
☐ Enrolled in nationally recognized culinary arts/food service certification program

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address: _____

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

EARLY CHILDHOOD – ENTRY FORM

Occupational Member Only

Chapter ID _____ **Region** _____

Chapter Name _____

Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

A table will be provided.

☐ Please provide equipment (if available) -

☐ Easel

I certify that the above participant has met all the event and eligibility requirements.

Chapter Advisor Signature

ENTREPRENEURSHIP – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

Business Title _____

1. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

A table will be provided. Wall space will not be available.

☐ Please provide equipment (if available)

☐ Overhead Projector

☐ Screen

☐ Easel

☐ Electrical Outlet

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

FCCLA KNOWLEDGE – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

FOCUS ON CHILDREN – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

Title of Project _____

1. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address: _____

Check one: ☐ Freestanding ☐ Table top

☐ Please provide equipment (if available)

☐ Table ☐ Electrical Outlet

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

HOSPITALITY – ENTRY FORM

☐ Senior/Occupational

Chapter ID _____ Region _____

Chapter Name _____

Title of Project _____

1. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

Check all that apply: ☐ Enrolled in occupational hospitality training program
☐ Enrolled in nationally recognized certification program

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

Check all that apply: ☐ Enrolled in occupational hospitality training program
☐ Enrolled in nationally recognized certification program

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

Check all that apply: ☐ Enrolled in occupational culinary arts/food service training program
☐ Enrolled in nationally recognized certification program

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

A table will be provided.

☐ Please provide equipment (if available) ☐ Easel

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

ILLUSTRATED TALK – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

Title of Project _____

1. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

A table will be provided. Wall space will not be available.

☐ Please provide equipment (if available)

☐ Overhead Projector

☐ Screen

☐ Easel

☐ Electrical Outlet

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

IMPROMPTU SPEAKING – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

INTERPERSONAL COMMUNICATIONS – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chosen category: ☐ Community ☐ Employment Relationships ☐ Family ☐ Peer Groups ☐ School Groups

Chapter Name _____

1. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

JOB INTERVIEW – ENTRY FORM

☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

Title of Job _____

Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

NATIONAL PROGRAMS IN ACTION – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

Title of Project _____

1. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

A table will be provided. Wall space will not be available.

☐ Please provide equipment (if available)

☐ Overhead Projector

☐ Screen

☐ Easel

☐ Electrical Outlet

I certify that the above participant(s) has/have met all the event and eligibility requirements.

Chapter Advisor Signature

PARLIAMENTARY PROCEDURE – ENTRY FORM

☐ Junior ☐ Senior ☐ Occupational Chapter ID _____ Region _____

Chapter Name _____

1. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

2. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

3. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

4. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

5. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

6. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

7. Participant's name: _____

Home address: _____

Phone Number() _____ Grade Level in School: _____

8. Participant's name: _____

Home address: _____

Phone Number: () _____ Grade Level in School: _____

School name: _____

School address: _____

School telephone number () _____

Advisor name _____

Advisor e-mail address _____

I certify that the above participants have met all the event and eligibility requirements.

Chapter Advisor Signature

Statement of Assurance

The Missouri Department of Elementary and Secondary Education and the Missouri Association Family, Career and Community Leaders of America do not discriminate on the basis of race, color, national origin or disability.